Focus Enterprise Manual

Table of contents

1. Focus Enterprise User Manual
2. Focus License Agreement
3. Focus Enterprise
   - 3.1 File
     - 3.1.1 Select Restaurant
   - 3.2 Restaurant
     - 3.2.1 Quick Set
     - 3.2.2 Find
   - 3.3 Corporate
     - 3.3.1 Downloads
       - 3.3.1.1 New
         - 3.3.1.1.1 General
         - 3.3.1.1.2 Configuration Files
         - 3.3.1.1.3 Records
         - 3.3.1.1.4 Miscellaneous Files
         - 3.3.1.1.5 Statistics
       - 3.3.1.2 How to Create a New Download
     - 3.3.2 Messages
       - 3.3.2.1 General
       - 3.3.2.2 Message
       - 3.3.2.3 Statistics
       - 3.3.2.4 How to Create a New Message
     - 3.3.3 Reports
       - 3.3.3.1 Sample Reports
         - 3.3.3.1.1 Restaurant Reports
           - 3.3.3.1.1.1 Daily Sales
         - 3.3.3.1.2 Sales Reports
           - 3.3.3.1.2.1 Restaurant Information Report
           - 3.3.3.1.2.2 Franchisee Report
           - 3.3.3.1.2.3 Average Store Sales Ranking Report
           - 3.3.3.1.2.4 Item to Report Group Percentage Report
           - 3.3.3.1.2.5 Void Comparison Report
           - 3.3.3.1.2.6 Average Checks Report
           - 3.3.3.1.2.7 Average Store Sales Ranking by Group Report
           - 3.3.3.1.2.8 Discount Percentage Report
           - 3.3.3.1.2.9 Gift Card Report
           - 3.3.3.1.2.10 Report Group Percentage Report
           - 3.3.3.1.2.11 Order Type Percentage Report
         - 3.3.3.1.3 Item Reports
           - 3.3.3.1.3.1 Best Selling Item Corporate Wide
           - 3.3.3.1.3.2 Item to Report Group Percentage Report

3.3.3.1.4 Polling Reports
3.3.3.1.4.1 Polling Report
3.4 Setup
3.4.1 Events
3.4.2 General
3.4.2.1 General
3.4.2.2 Display
3.4.2.3 Reporting
3.4.2.4 Control
3.4.2.4.1 Local
3.4.2.4.2 Corporate/Local
3.4.2.4.3 Corporate
3.4.3 Groups
3.4.4 Lists
3.4.5 Reports
3.4.5.1 Restaurant Report
3.4.5.1.1 Reports
3.4.5.1.2 Format
3.4.5.1.3 Output
3.4.5.1.4 Filters
3.4.5.2 Polling Report
3.4.5.2.1 Reports
3.4.5.2.2 Format
3.4.5.2.3 Output
3.4.5.2.4 Filters
3.4.5.3 Sales Report
3.4.5.3.1 Reports
3.4.5.3.1.1 Filter
3.4.5.3.2 Format
3.4.5.3.3 Output
3.4.5.3.4 Filters
3.4.5.4 Item Report
3.4.5.4.1 Reports
3.4.5.4.1.1 Filter
3.4.5.4.2 Format
3.4.5.4.3 Output
3.4.5.4.4 Filters
3.4.6 Restaurants
3.4.7 Rights
3.4.8 Screen Formats
3.4.9 Time Ranges
3.4.10 Users
3.5 About
4. Focus Communicator

1. Focus Enterprise User Manual

info@focuspos.com

www.focuspos.com

Copyright © 2007 Focus POS Systems, Inc. All rights reserved.

The Focus System
Information in this manual is subject to change without notice and does not represent a commitment on the part of Focus POS Systems, Inc. The software and manual are provided "as is" without any warranty. Focus POS Systems, Inc. in no way guarantees the accuracy, correctness, or reliability of this software or manual. The entire risk of using this software and manual is assumed by the user, including any incidental or consequential damage. Focus POS Systems, Inc. disclaims all warranties, expressed or implied, including but not limited to implied warranties of merchantability and fitness for a particular purpose. The software described in this document, and this document is copyrighted and Focus POS Systems, Inc reserves all rights. Only the original purchaser may legally use this software. Use of this software constitutes your acceptance of the following license statement and the previous statements regarding liability.

Trademarks
All brands and product names are trademarks or registered trademarks of their respective holder(s).

Focus Setup Manual Downloads

Click **here** to download a Windows help file version with search capabilities of the Focus Enterprise Manual.

Click **here** to download a printable version of the Focus Enterprise Manual in **Adobe® PDF** format.

[TOP]

2. Focus License Agreement

FOCUS POS SYSTEMS
END USER LICENSE AGREEMENT

IMPORTANT – READ CAREFULLY. This End User License Agreement (this "Agreement") is a legal agreement between you, either an individual or a single entity (“Licensee”), and Secret Point of Sale Systems Inc., a Texas corporation doing business as Focus POS Systems (“Focus POS” or the "Licensor") for the software product identified below. **YOU AGREE TO BE BOUND BY THE TERMS OF THIS AGREEMENT BY INSTALLING, COPYING OR OTHERWISE USING THE PRODUCT. IF YOU DO NOT AGREE TO THE TERMS OF THIS AGREEMENT, DO NOT INSTALL OR USE THE PRODUCT, AND RETURN THE PRODUCT TO YOUR PLACE OF PURCHASE FOR A FULL REFUND.**

1. Definitions
(a) "Confidential Information" means (a) all nonpublic information of Focus POS, including the Software, and (b) all other proprietary and confidential information regarding Focus POS or the Software in which Focus POS or its suppliers or clients have rights, whether such information is contained in tangible materials or is in the nature of unwritten knowledge. Notwithstanding the foregoing, no information shall be deemed to be Confidential Information if it can be shown by your written documentation that such information: (i) was disclosed to you by a third party without violation of any obligation of confidentiality or (ii) became known to the general public without any violation of an obligation of confidentiality. (b) "Install" means placing the Software on a computer's hard disk, CD-ROM or other secondary storage device and performing necessary setup in order for the Software to function properly. (c) "Software" includes the computer programs and documentation for the Focus POS System and the Enterprise System and any ancillary or utility

software. (d) "Use" means (i) executing or loading the Software into computer RAM or other primary memory, and (ii) copying the Software for archival or emergency restart purposes.

2. Grant of Rights

Focus POS hereby grants you a nonexclusive license to Install and Use the Software on any computer located at your business location in accordance with the terms of your purchase of the Software.

3. License Term

The parties agree that this Agreement is effective when the Software is Installed or Used. Without prejudice of any other rights, Focus POS may cancel and terminate this Agreement if you do not abide by the terms and conditions of this Agreement.

4. Return or Destruction of Software Upon Termination

Upon termination of this Agreement, you must return to Focus POS or destroy the original and all copies of the Software and its component parts and all Confidential Information, including partial copies and modifications. Focus POS or its agents shall have a reasonable opportunity to conduct an inspection of your place of business to verify compliance with this provision.

5. Title to Software

Focus POS, or its third-party licensors, retain all title to and ownership of the Software including any and all enhancements, modifications and updates to the Software, including all intellectual property rights in or appurtenant to the foregoing.

6. Limitation on Reverse Engineering, Modification and Enhancements

You may not disassemble, decompile or otherwise reverse engineer the Software, or make any modifications or enhancements without Focus POS's express written consent.

7. Warranty

THE SOFTWARE IS PROVIDED AS IS WITHOUT WARRANTY OF ANY KIND, WHETHER EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR AGAINST INFRINGEMENT.

8. Confidentiality

You acknowledge and agree that the Confidential Information consists of trade secrets and proprietary know-how belonging to Focus POS that is being made available to you in strict confidence. You agree to treat the Confidential Information with at least the same care as you treat your own confidential or proprietary information, but in no event less than a reasonable degree of care. You agree to hold the Confidential Information in strict confidence and to not permit its disclosure to third parties. The restrictions of this Article 8 shall survive the termination or expiration of this Agreement.

9. Arbitration

The parties agree to submit any dispute under this Agreement, including any dispute regarding the arbitrability of this Agreement, to binding arbitration in Boerne, Texas under the commercial arbitration rules of the American Arbitration Association then existing. Judgment upon the award rendered by the arbitrator may be entered in any court of competent jurisdiction.

10. Attorney Fees

If any legal action is necessary to enforce this Agreement, the prevailing party shall be entitled to reasonable attorney fees, costs and expenses in addition to any other relief to which it may be entitled.

11. LIMITATION OF LIABILITY

LICENSOR'S LIABILITY FOR ALL CLAIMS, INCLUDING WITHOUT LIMITATION, ANY CLAIM BROUGHT BY END USER OF ANY KIND (WHETHER IN CONTRACT, WARRANTY, TORT OR OTHERWISE) ARISING UNDER OR IN CONNECTION WITH THIS AGREEMENT SHALL NOT EXCEED IN THE AGGREGATE FOR ALL CLAIMS THE AMOUNT ACTUALLY RECEIVED BY FOCUS POS FOR THE PURCHASE OF THE SOFTWARE IN QUESTION. IN NO EVENT WILL FOCUS POS BE LIABLE FOR CONSEQUENTIAL, INCIDENTAL, INDIRECT, PUNITIVE OR SPECIAL DAMAGES (INCLUDING, WITHOUT LIMITATION, LOSS OF PROFITS, DATA, BUSINESS OR GOODWILL), REGARDLESS OF THE CAUSE OF ACTION, INCLUDING CONTRACT, TORT OR OTHERWISE, EVEN IF ADVISED OF THE LIKELIHOOD OF SUCH DAMAGES OCCURRING.

12. General Provisions

(a) Entire Agreement. This Agreement is the sole and entire agreement between the parties. This Agreement supersedes all prior understandings, agreements and documentation relating to such subject matter.

(b) Modifications. Modifications and amendments to this Agreement shall be enforceable only if they are in writing and are signed by an authorized representative of Focus POS.

(c) Applicable law. The validity, interpretation and performance of this Agreement shall be governed by the laws of the State of Texas, without reference to its choice of law rules.

(d) Assignment. The rights under this Agreement shall not be assignable by you without Focus POS's prior written consent.

(e) No Agency. Nothing contained herein will be construed as creating any agency, partnership, joint venture or other form of joint enterprise between the parties.

(f) Severability. If any term of this Agreement is for any reason held to be illegal or unenforceable, the remaining terms of this Agreement shall continue in full force and effect.

(g) Waiver. No failure or delay in exercising any right, power or privilege by either party shall operate as a waiver of that right, power or privilege or preclude further exercise of that or any other right, power or privilege.

License Statement

The **Focus** System and this manual are licensed to the original purchaser only. Backup copies of the software and this manual may be made. No other copying of The **Focus** system software or this manual may occur. Failure to comply with this statement voids the license. You agree to destroy all copies of the software and manual if the license is voided.

[TOP]

3. Focus Enterprise

Purpose
The Focus Enterprise program is the essential Corporate Software. The basic function of Focus Enterprise is to create and maintain restaurants, reports, downloads and user access. Access to Focus Enterprise is strictly controlled by Rights.

Focus Enterprise may be installed on any computer in the network as long as the computer has access to the data files.

Focus Setup contains five pull down menus across the top of the workspace. Each menu consists of a window with a different, yet often related series or group of options and components.

The menus are *File*, *Restaurant*, *Corporate*, *Setup* and *About*. Each menu brings up another menu or dialog box.

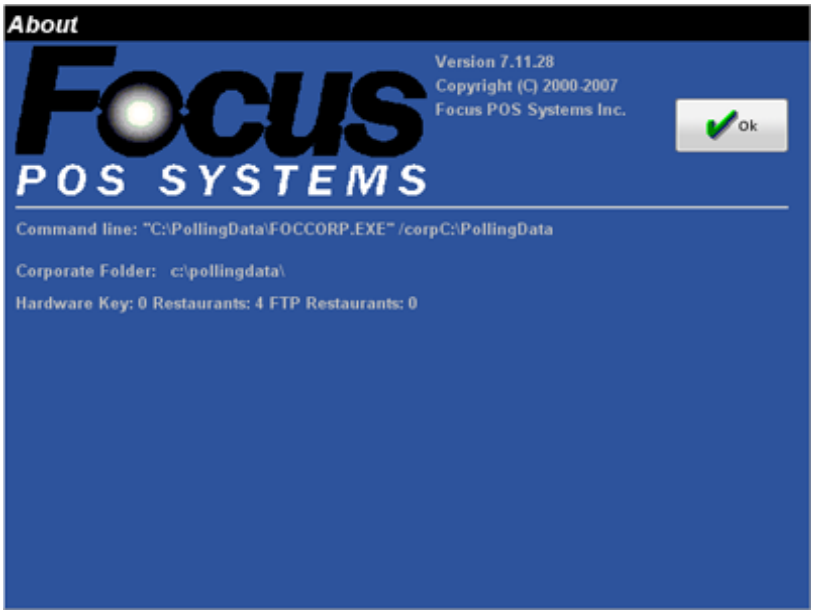


Figure a.1 Focus Enterprise Window

Demo Mode
Focus Enterprise allows the user to establish and maintain a maximum of 2 restaurants while in Demo Mode (used without a programmed software key).

Focus Communicator will not allow stores to poll while in Demo Mode.

Figure a.2 Focus Enterprise Window Menus

Menu	Description
File	Allows the user to logout of Focus Enterprise, select a default restaurant or quit Focus Enterprise.
Restaurant	Allows the user to view and/or configure an individual restaurant's data for downloads etc.
Corporate	Allows the user to create downloads, create messages and view reports.
Setup	Allows the user to manage various properties that control Focus Enterprise.
About	Displays information about Focus Enterprise including the number of restaurants currently in use.

[TOP]

3.1 File

Purpose
The File Menu is used to Logout, Select a Restaurant and Quit Focus Setup.

Accessing the File Menu
While in Focus Enterprise, select File.

Figure 1.0 File Menu

Figure 1.1 File Menu Options

Option	Description
Logout	Used to log out Focus Enterprise.
Select Restaurant	Used to select a default restaurant.
Quit	Used to exit Focus Enterprise.

Related Topics

[TOP]

3.1.1 Select Restaurant

Purpose
The Select Restaurant Window is used to choose the default restaurant for Focus Enterprise. The default restaurant determines the configuration files used in the Restaurant Menu. The default restaurant is also used as the primary selection for Restaurant Reports.

Accessing the Select Restaurant Window
While in Focus Enterprise, select File > Select Restaurant.

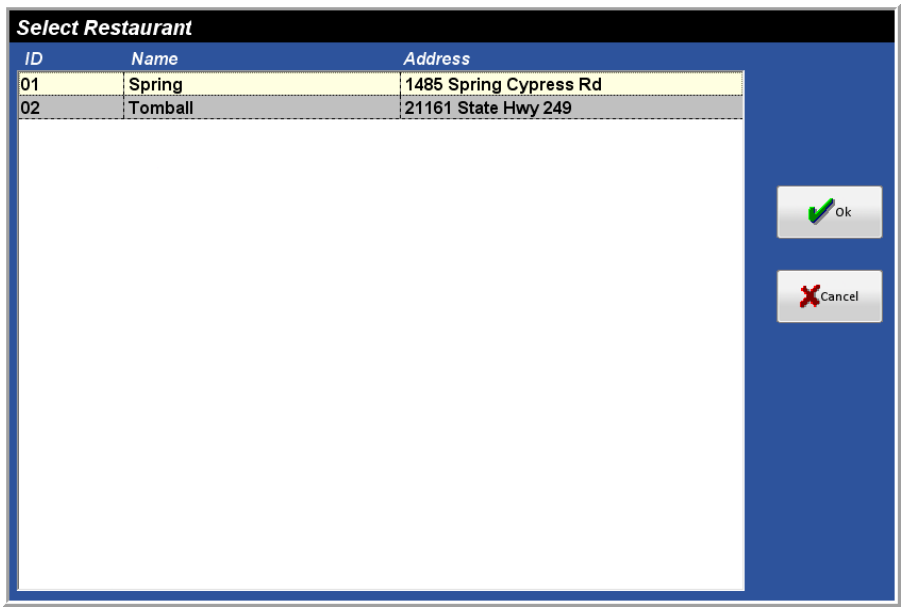


Figure 1.2 Select Restaurant Window

Figure 1.3 Select Restaurant Window Fields

Field	Description
ID	The ID of the restaurant established in Setup > Restaurants.
Name	The Name of the restaurant established in Setup > Restaurants.
Address	The Address of the restaurant established in Setup > Restaurants.

Procedure to Select a Default Restaurant
- Select the desired Restaurant.
- Click OK.

[TOP]

3.2 Restaurant

Purpose
The Restaurant Menu is used to view and edit the currently selected restaurant's configuration files. **Note:** Any changes made in the Restaurant Menu will be overwritten the next time a restaurant polls. A "Corporate" restaurant should be established in Setup > Restaurants that does not poll to ensure data is not overwritten.

The Restaurant Menu contains the same settings at the store level. For help with the Restaurant Menu, download the latest Focus Setup Manual at http://focuspos.com/manual/manualchm.zip or view it online at http://focuspos.com/manual.

The only exception to the Restaurant Menu is the Quick Set Window and the Menu Item Filter Window. The Quick Set Window can be used in Focus Enterprise to assign multiple Menu Items as Corporate Records at the same time.

Accessing the Restaurant Menu
While in Focus Enterprise, select Restaurant.

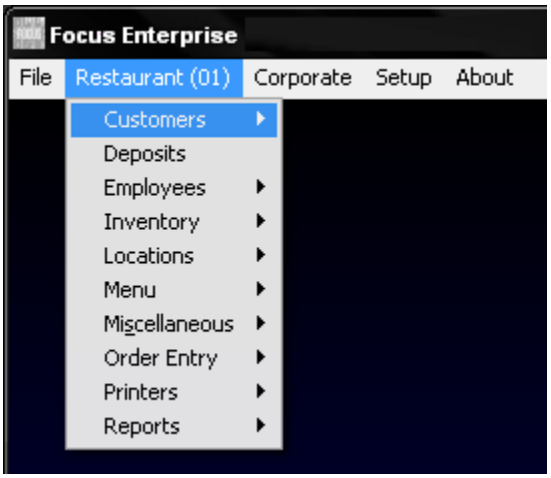


Figure 2.0 Restaurant Menu

Related Topics

Focus Setup Manual – Web Version

Focus Setup Manual – Windows Help File Version

Focus Setup Manual – PDF Version

[TOP]

3.2.1 Quick Set

Purpose
The Quick Set Window is used in the same fashion as the Focus Setup Quick Set and can additionally be used to set the Filtered Menu Items to Corporate Items.

Accessing the Quick Set Window
While in Focus Enterprise, select Menu > Menu Items > Tools > Quick Set.

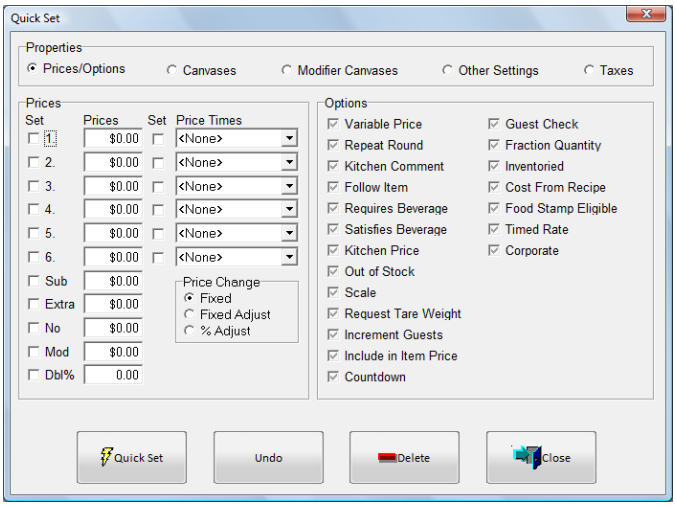


Figure 2.1 Quick Set Window

Figure 2.2 Quick Set Window Fields

Fields	Description
Corporate	The currently Filtered Menu Items will be set as Corporate Items if selected.

Procedure to Set Menu Items to Corporate Records
While in the Quick Set Window, select the Corporate Option.
Click Quick Set.

[TOP]

3.2.2 Find

Purpose
The Menu Item Filters Window is used to find Menu Items based on the search criteria. Menu Items that are not classified as Corporate Items can be found easily using the Find feature.

Accessing the Menu Item Filters Window
While in Focus Enterprise, select Restaurant > Menu > Menu Items > Find.

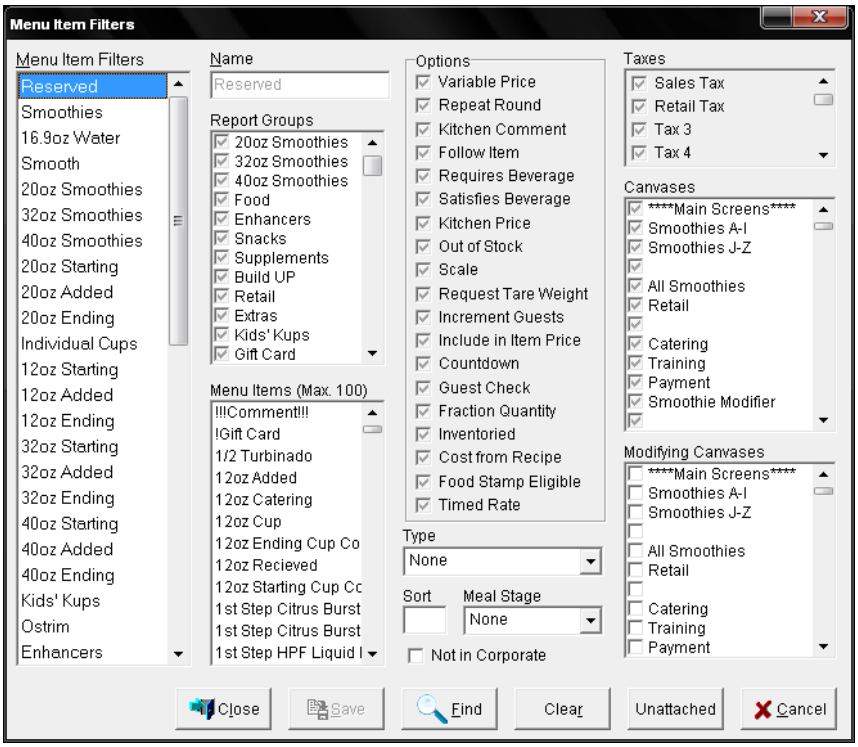


Figure 2.3 Menu Item Filters Window

Figure 2.4 Menu Item Filters Window Fields

Field	Description
Not in Corporate	The Filter will display the Menu Items that are not marked Corporate if selected.

Procedure to Find Menu Items No in Corporate

- Specify the Menu Item search criteria.
- Select the 'Not in Corporate' option.
- Click the Find button.

Related Topics

See also Menu Item Filter Menu

[TOP]

3.3 Corporate

Purpose
The Corporate Menu is used to create Downloads, Messages and view Reports.

Accessing the File Menu
While in Focus Enterprise, select Corporate.

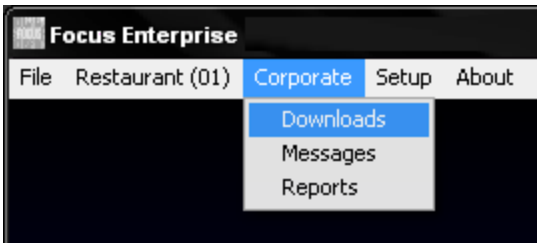


Figure 3.0 Corporate Menu

Figure 3.1 Corporate Menu Options

Option	Description
Downloads	Used to create Downloads.
Messages	Used to send Messages.
Reports	Used to view Corporate Reports.

[TOP]

3.3.1 Downloads

Purpose
The Downloads Window is used to create a Download for selected restaurants. Multiple Downloads may be created for different Groups or Restaurants. A file is created for the Restaurant to download after the Download is Posted. Restaurants will receive the file the next time they poll.

Note: The Station that has the Focus Software Key at the restaurant level will be the Station that initiates the Download installation.

Accessing the File Menu
While in Focus Enterprise, select Corporate > Downloads.

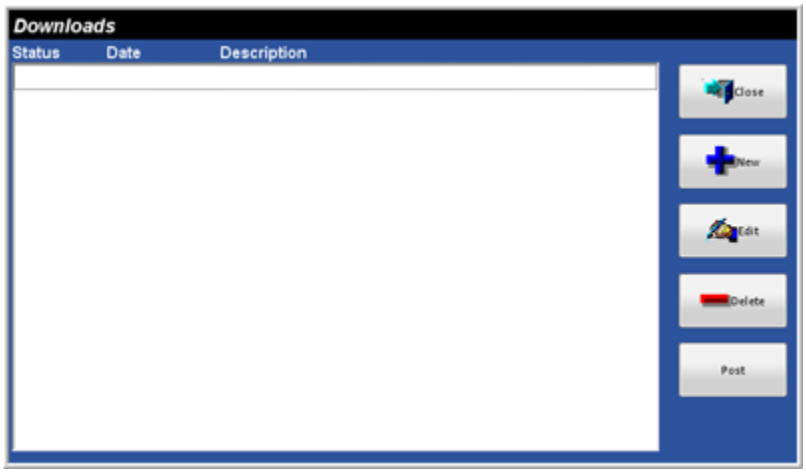


Figure 3.2.1 Downloads Window

Figure 3.2.2 Downloads Window Fields

Field	Description
Close	Closes the Downloads Window.
New	Creates a New Download.
Edit	Edits the selected Download.
Delete	Deletes the selected Download.
Post	Posts the selected Download.

[TOP]

3.3.1.1 New

Purpose
The New Download Window is used to create a new Download.

Accessing the New Download Window
While in Focus Enterprise, select Corporate > Downloads > New.

Figure 3.2.3 New Download Window

Figure 3.2.4 New Download Window Fields

Field	Description
Description	The name for the Download, up to 60 alphanumeric characters.
Starting Download	In many cases when creating a new Download it is often easier to begin with an existing Download and simply modify it. If this is the case select a Starting Download.

[TOP]

3.3.1.1.1 General

Purpose
The General Window is used to Name the Download, set the Installation Date/Time and select the Groups or Restaurants for the Download. **Note:** Restaurants set as 'Inactive' will not receive a Download.

Accessing the General Window
While in the New or Edit Download Window, select General.

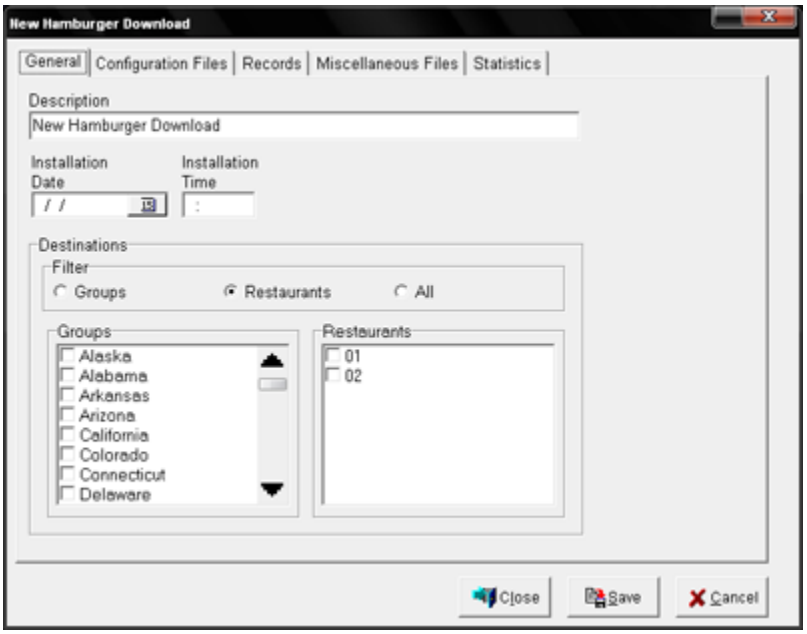


Figure 3.2.5 General Window

Figure 3.2.6 General Window Fields

Fields	Description
Description	The name for the Download, up to 60 alphanumeric characters.
Installation Date	The Date the Download should be installed. **Note:** The restaurant will retrieve the Download the next time it polls, but will not install the Download until this date.
Installation Time	The Time the Download should be installed. **Note:** The restaurant will retrieve the Download the net time it polls, but will not install the Download until this time.
Destination	**Groups** — The Download will apply to only the Restaurants in the selected Groups. **Groups** — The Groups to include in the Download. The Download will apply to only the selected Restaurants.

rants	**Restaurants**	The Restaurants to include in the Download
All	The Download will apply to all Restaurants.	
	Restaurants	All restaurants will be included in the Download by default. The user may uns

[TOP]

3.3.1.1.2 Configuration Files

Purpose
The Configuration Files Window is used to include a Configuration File in the Download. Selecting a Configuration File in a Download will overwrite the existing Configuration File at the restaurant. **Note:** All the information contained in the Configuration File at the restaurant will be replaced!

For Example, selecting the Menu Items configuration file will replace the Menu Item's Name, Prices and Taxes etc. at the restaurant. All changes previously made to the Menu Item file at the restaurant will be lost.

Individual *Records* should be used in the Download if the contents of the Configuration Files vary from restaurant to restaurant.

Accessing the Configuration Files Window
While in the New or Edit Download Window, select Configuration Files.

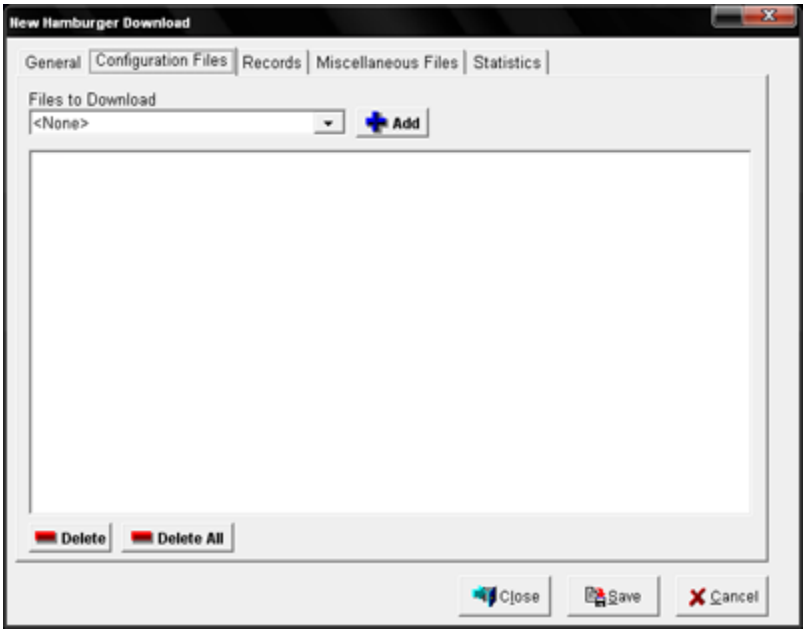


Figure 3.2.7 Configuration Files Window

Figure 3.2.8 Configuration Files Window Fields

Field	Description
Files to Download	

Blackboards	The Blackboards configuration file will be included in the Download.
Canvases	The Canvases configuration file will be included in the Download.
Check Filters	The Check Filters configuration file will be included in the Download.
Coupons	The Coupons configuration file will be included in the Download.
Customer Filters	The Customer Filters configuration file will be included in the Download.
Discounts	The Discounts configuration file will be included in the Download.
Events	The Events configuration file will be included in the Download.
GL Interface	The GL Interface configuration file will be included in the Download.
Gratuities	The Gratuities configuration file will be included in the Download.
Inventory Groups	The Inventory Groups configuration file will be included in the Download.
Inventory Subgroups	The Inventory Subgroups configuration file will be included in the Download.
Inventory Units	The Inventory Units configuration file will be included in the Download.
Inventory Vendors	The Inventory Vendors configuration file will be included in the Download.
Jobs	The Jobs configuration file will be included in the Download.
Labor Groups	The Labor Groups configuration file will be included in the Download.
Locations	The Locations configuration file will be included in the Download.
Loyalty	The Loyalty configuration file will be included in the Download.
Menu Item Filters	The Menu Item Filters configuration file will be included in the Download.
Menu Items	The Menu Items configuration file will be included in the Download.
Order Types	The Order Types configuration file will be included in the Download.
Packages	The Packages configuration file will be included in the Download.
Paid Ins	The Paid Ins configuration file will be included in the Download.
Paid Outs	The Paid Outs configuration file will be included in the Download.
Payments	The Payments configuration file will be included in the Download.
Price Levels	The Price Levels configuration file will be included in the Download.
Printer Drivers	The Printer Drivers configuration file will be included in the Download.

	Printer Formats	The Printer Formats configuration file will be included in the Download.
	Printer Groups	The Printer Groups configuration file will be included in the Download.
	Reports	The Reports configuration file will be included in the Download.
	Revenue Centers	The Revenue Centers configuration file will be included in the Download.
	Screen Formats	The Screen Formats configuration file will be included in the Download.
	Skills	The Skills configuration file will be included in the Download.
	Stations	The Stations configuration file will be included in the Download.
	Table Types	The Table Types configuration file will be included in the Download.
	Tare Weights	The Tare Weights configuration file will be included in the Download.
	Taxes	The Taxes configuration file will be included in the Download.
	Termination Reasons	The Termination Reasons configuration file will be included in the Download.
	Time Ranges	The Time Ranges configuration file will be included in the Download.
	Tip Pools	The Tip Pools configuration file will be included in the Download.
	Voids	The Voids configuration file will be included in the Download.
	Adds the selected Configuration File to the Download.	
	Removes the selected Configuration File from the Download.	
	Removes all Configuration Files from the Download.	

[TOP]

3.3.1.1.3 Records

Purpose
The Records Window is used to include individual Records from the selected Configuration File in the Download. **Example:** A single Blackboard may be included in the Download and will replace the Blackboard at the restaurant level (if the first Blackboard is selected, it will replace the first Blackboard at the restaurant). All other Blackboards at the restaurant level will not be affected as they would with a Configuration File Download.

Accessing the Records Window

While in the New or Edit Download Window, select Records.

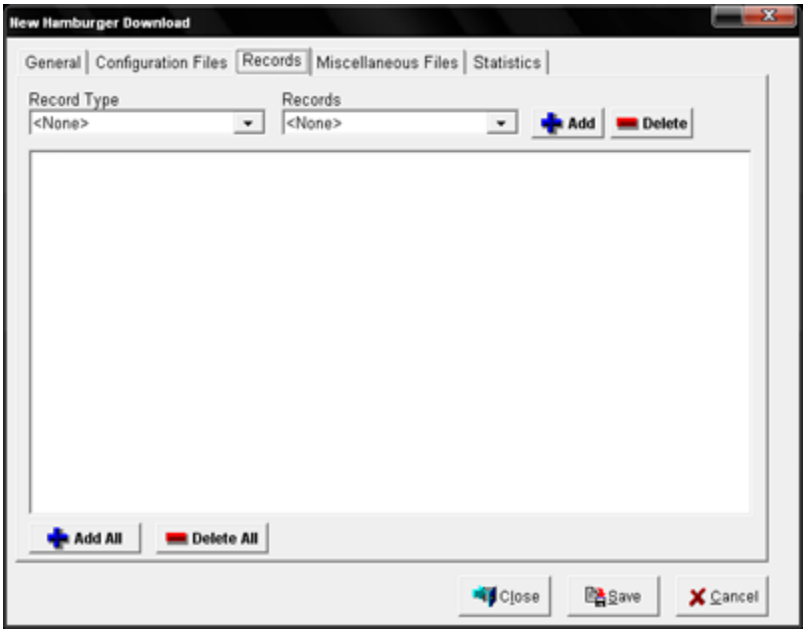


Figure 3.2.9 Records Window

Figure 3.2.10 Records Window Fields

Field	Description
Record Type	The Record Type to include in the Download (see Available Record Types).
Records	The individual Record of the selected Record Type to include in the Download. **Note:** Some Records Types contain fields that will not be overwritten. See Figure x.x Available Record Types for these exceptions.
Add	Adds the selected Record to the Download.
Delete	Deletes the selected Record from the Download.
Add All	Adds all Records from the selected Record Type to the Downloads.
Delete All	Deletes all Records from the Download.
Include Images	Images associated with each Record will be included in the Download.

Figure 3.2.11 Available Record Types

Record Type	Exceptions
Accounting Interfaces	None.
Blackboards	None.
Canvases	None.
Discounts	Subtotal $ Taxes field will not be overwritten.

Events	None.
Jobs	None.
Gratuities	The Taxes field will not be overwritten.
Labor Groups	None.
Menu Items	The fields that may be overwritten in the Menu Item Record are determined by the settings established in Setup > General > Control. **Note:** The following options are not overwritten: Out of Stock, Countdown, Count, Cost and Taxes.
Menu Item Filters	None.
Order Types	The tax fields within the Order Type are not overwritten when a corporate Order Type record is downloaded.
Packages	None.
Paid Ins	None.
Paid Outs	None.
Payments	None.
Price Levels	None.
Printer Drivers	None.
Printer Formats	None.
Printer Groups	None.
Remote Check Formats	None.
Report Groups	None.
Revenue Centers	None.
Reports	If a report is an Inventory Worksheet, Inventory Detail Report, or a Inventory on Hand Report and it contains specific Menu Items then the Menu Items should be downloaded as well.
Screen Formats	None.
Skills	None.
Table Types	None.
Termination Reasons	None.
Time Ranges	None.
Voids	None.

[TOP]

3.3.1.1.4 Miscellaneous Files

Purpose
The Miscellaneous Files Menu is used to include other file types in the Download. The Miscellaneous Files to download will automatically be placed in the correct folder at the restaurant depending on the type of file. The most common Miscellaneous files to download are images and a new .exe (version of Focus).

Accessing the Miscellaneous Files Window
While in the New or Edit Download Window, select Miscellaneous Files.

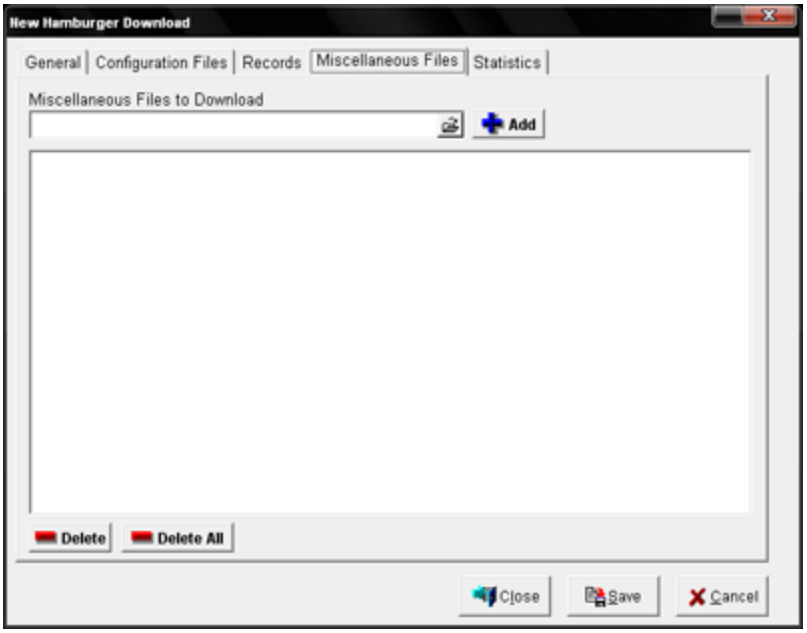


Figure 3.2.12 Miscellaneous Window

Figure 3.2.13 Miscellaneous Window Fields

Fields	Description
Miscellaneous Files to Download	Use to select the files to include in the Download.
Add	Adds the file to the Download.
Delete	Deletes the file from the Download.
Delete All	Deletes all previously Added files from the Download.

Figure 3.2.14 Miscellaneous File Types and Descriptions

File Type	Description
.jpg	Images used for employees, Menu Items, Packages etc. **Note:** If the .jpg file is to be used as a Blackboard, it should include the word "board" in the name of the file (i.e. happyhourboard.jpg).
.bmp	Images used for employees, Menu Items, Packages etc. **Note:** If the .bmp file is to be used as a Blackboard, it should include the word "board" in the name of the file (i.e. happyhourboard.bmp).

.rtf	Documents used for Blackboards.
.txt	Documents used for Recipe files and Blackboards. **Note:** If the .txt file is to be used as a Blackboard, it should include the word "board" in the name of the file (i.e. board1.txt).
.exe	The Focus Application file used to upgrade the software version installed at the restaurant, usually Focus.exe.

[TOP]

3.3.1.1.5 Statistics

Purpose
The Statistics Window is used to view the status of the Download for individual restaurants.

Accessing the Statistics Window
While in the New or Edit Download Window, select Statistics.

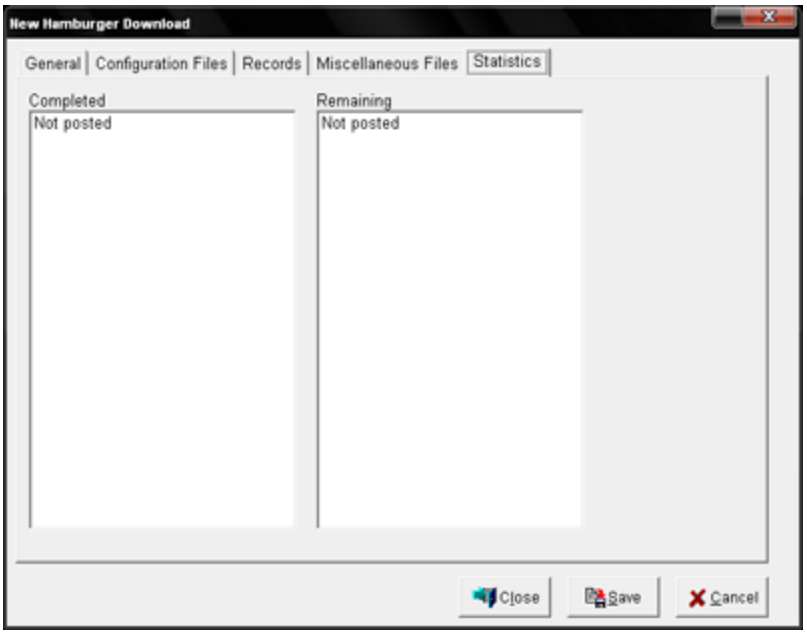


Figure 3.2.15 Statistics Window

Figure 3.2.16 Statistics Window Fields

Field	Description
Completed	The list of stores that successfully received the Download. **Note:** The Installation Date and Time determine when the Download is installed.
Remaining	The list of stores that have not received the Download.

[TOP]

3.3.1.2 How to Create a New Download

Purpose
The Procedure to create a New Download is shown below.

Procedure to Create a New Download
- While in Focus Enterprise, select Corporate > Downloads.
- Click New.

Figure 3.2.17 New Download Window

- Enter the Description.
- Click OK.

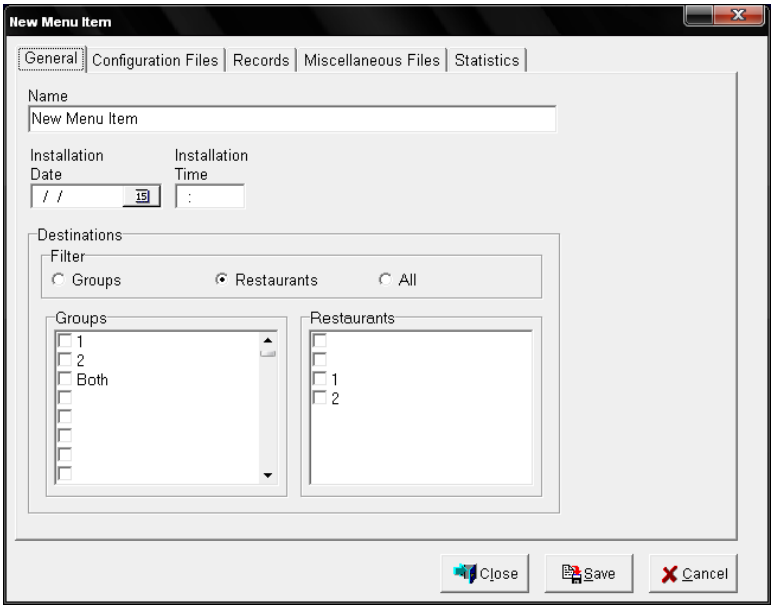


Figure 3.2.18 General Window

- Select the Installation Date.
- Input the Installation Time.
- Select the appropriate Destination filter (Groups, Restaurants or All)
- Select the appropriate Groups or Restaurants if using the Groups or Restaurants Filter.

- If a Configuration File is to be included in the Download, select the Configuration Files Tab.

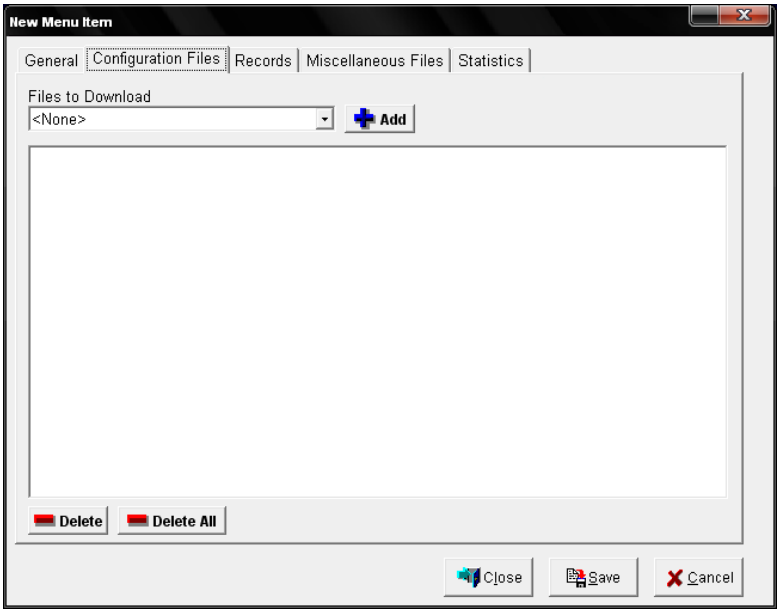


Figure 3.2.19 Configuration Files Window

- Select the Individual Configuration File(s) (if appropriate) to be used for the Download and click on the Add button.
- If a Record is to be included in the Download, select the Records Tab.

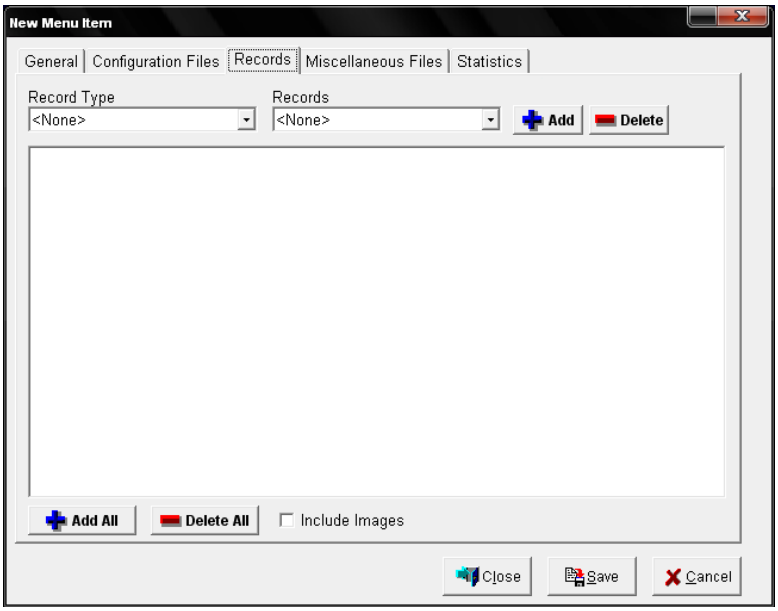


Figure 3.2.20 Records Window

- Select the Record(s) (if appropriate) to be included in the Download and click on the Add button. If the Record contains an image, select the Include Images option.
- If a Miscellaneous File is to be included in the Download, select the Miscellaneous Files Tab.

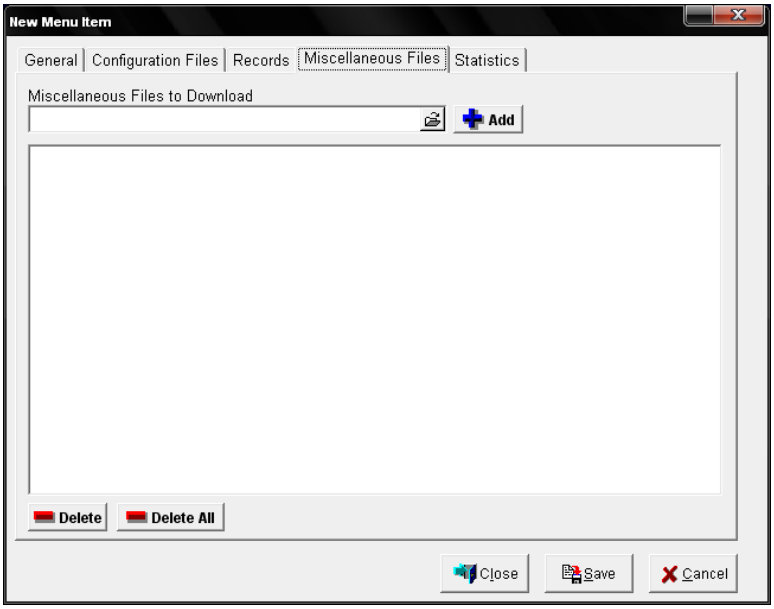


Figure 3.2.21 Miscellaneous Files Window

- Use the File Browser to select the Miscellaneous File(s) to be included in the Download and click the Add button.
- When done adding the items for the Download, click Save.

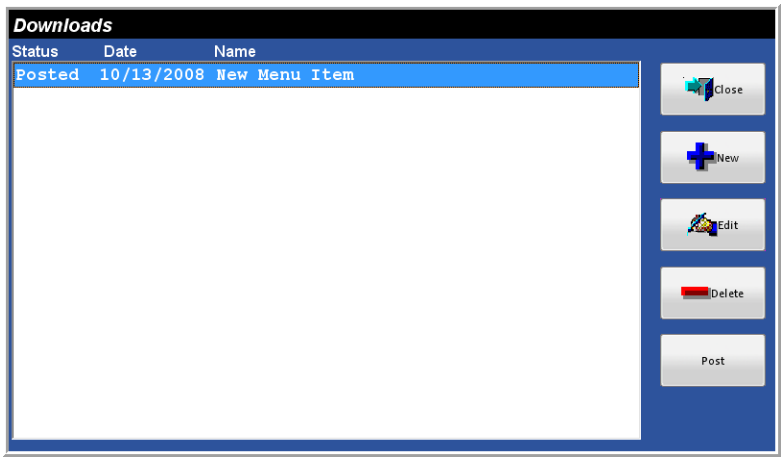


Figure 3.2.22 Downloads

- To activate the Download, select the newly created Download and click Post.

[TOP]

3.3.2 Messages

Purpose

The Messages Window is used to create and send Messages to employees for the selected Restaurants or Groups.

Accessing the Messages Window
While in Focus Enterprise, select Corporate > Messages.

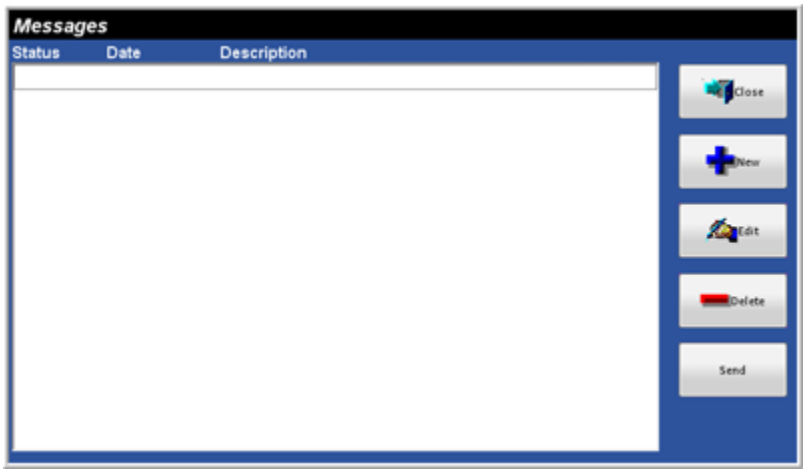


Figure 3.3.0 Messages Window

Figure 3.3.1 Messages Window Fields

Field	Description
Close	Closes the Messages Window.
New	Creates a New Message.
Edit	Edits the selected Message.
Delete	Deletes the selected Message.
Send	Sends the selected Message.

[TOP]

3.3.2.1 General

Purpose
The General Window is used to determine the employees who will receive the Message. The employees who are assigned to the selected Jobs and Restaurants will receive the Message.

Accessing the General Window
While in Focus Enterprise, select Corporate > Messages > New/Edit.

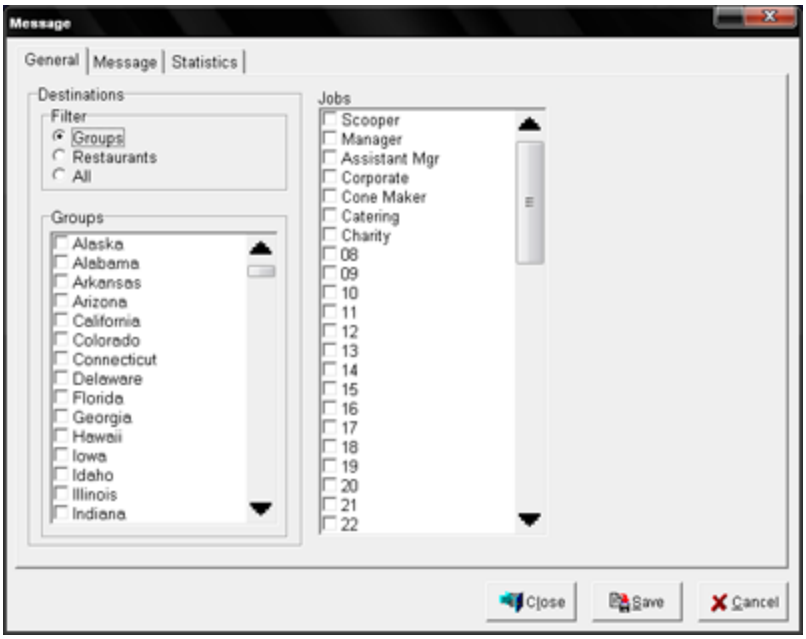


Figure 3.3.2 General Window Fields

Figure 3.3.3 General Window Fields

Field	Description		
Filter	Groups	Groups	The Message will be sent to the employees assigned to the Jobs for the selected Groups.
	Restaurants	Restaurants	The Message will be sent to the employees assigned to the Jobs for the selected Restaurants.
	All	Restaurants	The Message will be sent to the employees assigned to the Jobs for the selected Restaurants.
Jobs	The Message will be sent to the employees assigned to the selected Jobs.		

[TOP]

3.3.2.2 Message

Purpose
The Message Window is used to create a Subject body for the Message.

Accessing the Message Window Menu
While in Focus Enterprise, select Corporate > Messages > New/Edit > Message.

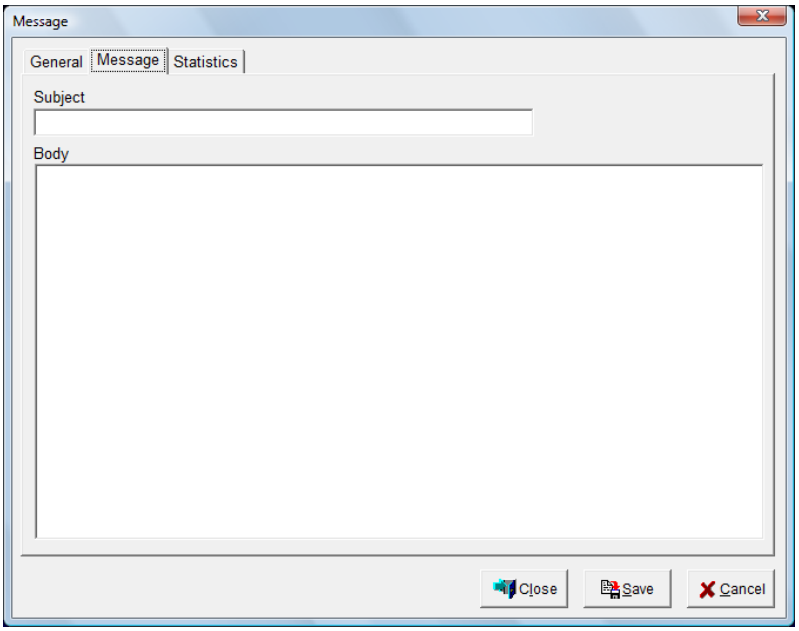


Figure 3.3.4 Message Window

Figure 3.3.5 Messages Window Fields

Field	Description
Subject	The Message Subject, up to 60 alphanumeric characters.
Body	The Message Body.

[TOP]

3.3.2.3 Statistics

Purpose
The Statistics Window is used to view the Restaurants that have and have not downloaded the Message.

Accessing the Statistics Window
While in Focus Enterprise, select Corporate > Messages > New/Edit > Statistics.

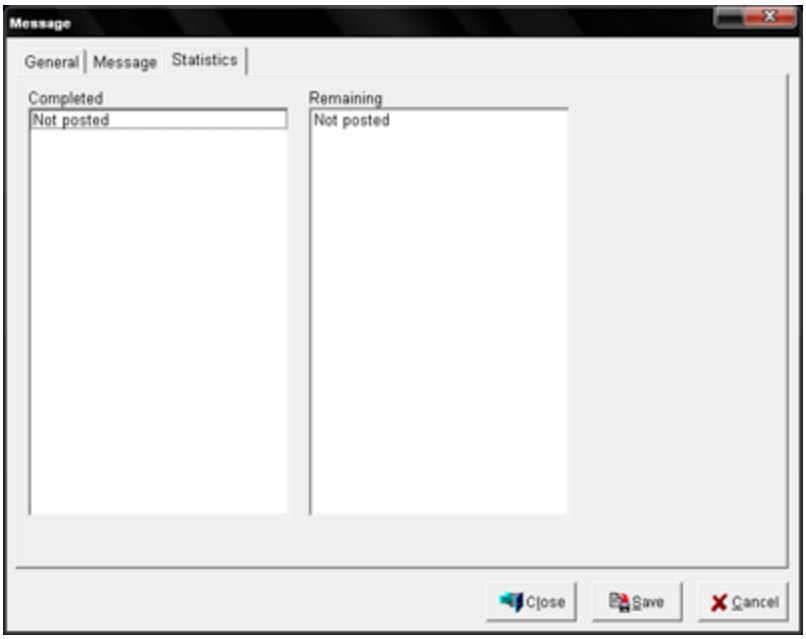


Figure 3.3.6 Statistics Window

Figure 3.3.7 Statistics Window Fields

Field	Description
Completed	The list of Restaurants that have Downloaded the Message.
Remaining	The list of Restaurants that have not Downloaded the Message.

[TOP]

3.3.2.4 How to Create a New Message

Purpose
The Procedure to create a New Message is shown below.

Procedure to Create a New Message
▪ While in Focus Enterprise, select Corporate > Messages.

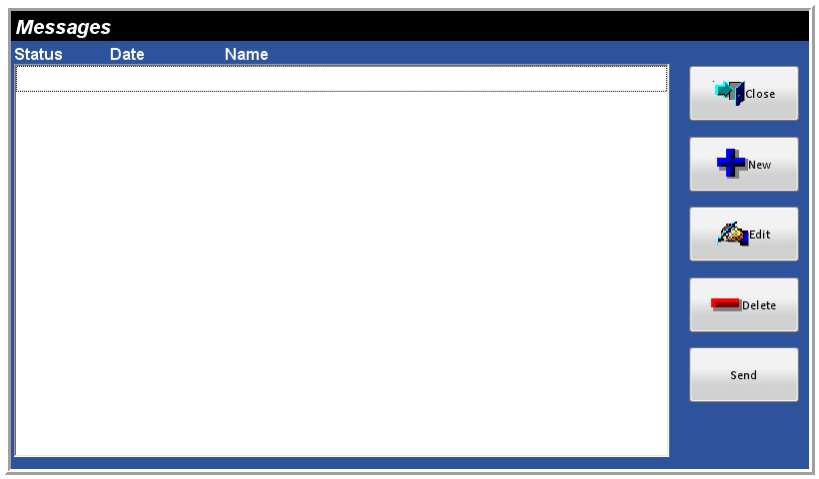


Figure 3.3.8 Messages Window

▪ Click New.

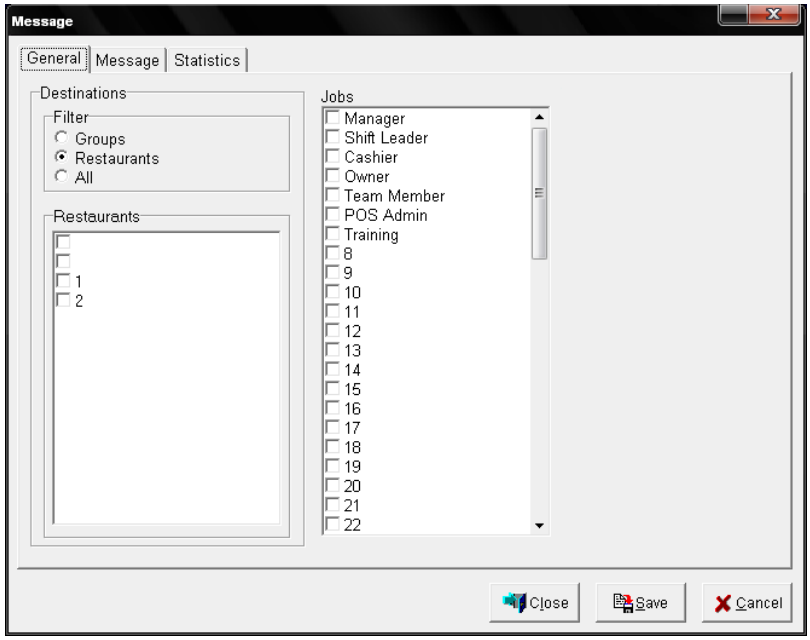


Figure 3.3.9 General Window

▪ Select the Destination Filter (Groups, Restaurants or All) for the Message.
▪ Select the Jobs to receive the Message.
▪ Select the Message Tab

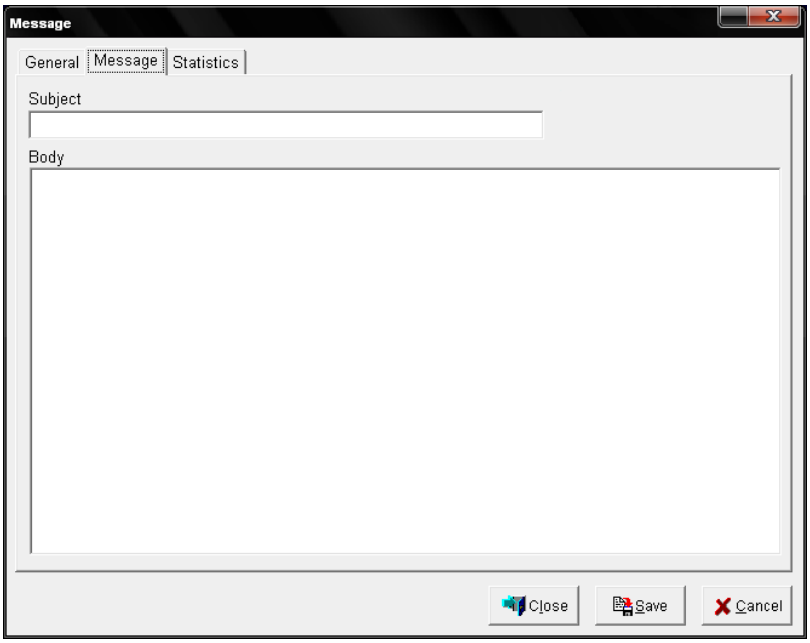


Figure 3.3.10 Message Window

- Enter the Subject for the Message.
- Enter the Body of the Message.
- Click Save.

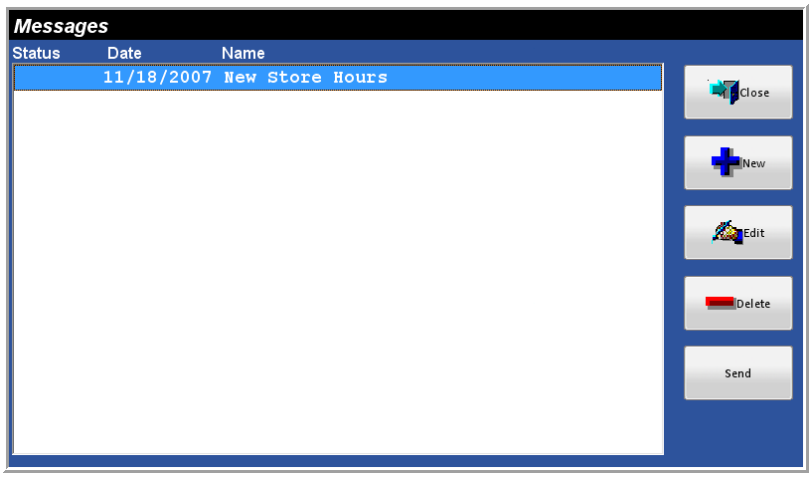


Figure 3.3.11 Messages Window

- To send the Message, select the newly created Message and click Send.

[TOP]

3.3.3 Reports

Purpose

The Reports Window is used to view previous created Reports. Restaurant Reports default to the currently selected restaurant but can be changed before viewing the report.

Accessing the File Menu
While in Focus Enterprise, select Corporate > Reports.

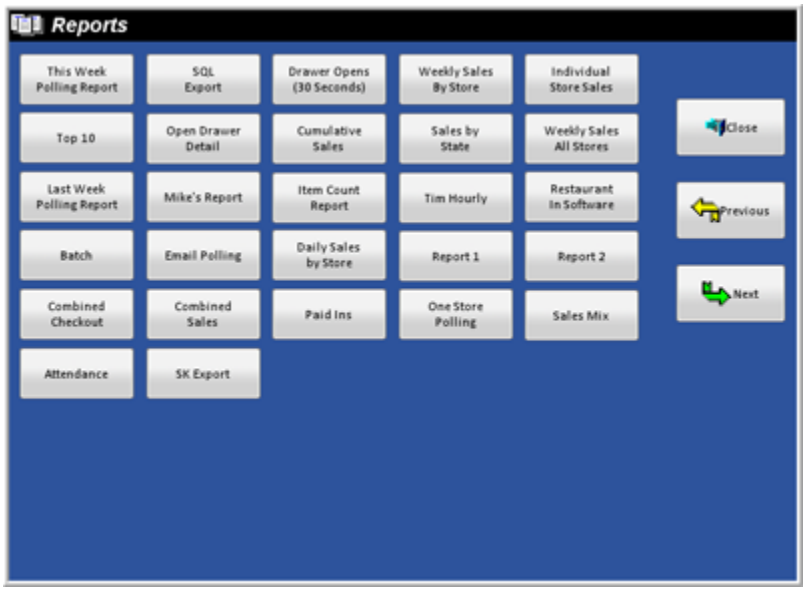


Figure 3.4.0 Reports Window

Figure 3.4.1 Reports Window Command

Command	Description
Close	Closes the Reports Window.

[TOP]

3.3.3.1 Sample Reports

Purpose
The Sample Reports show a variety of reports that may be created in Focus Enterprise. These sample reports do not reflect a full list of reports but rather a general overview of the reporting capabilities of Focus Enterprise.

Figure 3.4.2 List of Sample Reports

Report Type	Name	Description
Restaurant	Daily Sales	Daily Sales Report from Focus.EXE.
Sales	Restaurant Information Report	Displays information contained in Setup > Restaurants such as the Store Name, ID, Adv. % and Royalty %.
Sales	Franchisee Report	Displays individual store sales and calculates the Advertising and Royalty amount due.
Sales	Average Store Sales Ranking Report	Compares the average store sales and ranks them.
Sales	Item to Report Group Percentage Report	Displays the percentage the Menu Item sales make up of the Report Group.

Sales	Void Comparison Report	Compares the Void dollar/percentage amount of a store to the corporate average.
Sales	Average Checks Report	Displays the number of checks and the check average of the selected stores.
Sales	Average Store Sales	Displays the average sales of a store.
Sales	Average Store Sales Ranking by Group Report	Compares the Net Sales of a store to the Group and Corporation and ranks them accordingly.
Sales	Discount Percentage Report	Displays Discount Amounts and ranks sales and Discount Percentage.
Sales	Gift Card Report	Displays Gift Card Sales, Gift Card Percentages and Payments.
Sales	Report Group Percentage Report	Displays the percentage of Report Group Sales to Net Sales.
Sales	Order Type Percentage Report	Displays the Order Type Sales to Net Sales percentage.
Item	Best Selling Item Corporate Wide	Displays the number of Menu Items and the sales amount of the selected Report Group.
Item	Item to Report Group Percentage Report	Displays the percentage individual Menu Items to Report Group Sales.
Polling	Polling Report	Displays the stores that have not polled or have zero sales for the selected date range.

[TOP]

3.3.3.1.1 Restaurant Reports

Purpose
Restaurant Reports are used to view reports previously setup at the store level. Any report that can be viewed at the store level can also be viewed through Focus Enterprise providing the report is setup in Setup > Reports.

Sample Restaurant Reports are listed below.

Figure 3.4.3 Sample Restaurant Reports

Report Type	Name	Description
Restaurant	Daily Sales	Daily Sales Report from Focus.EXE.

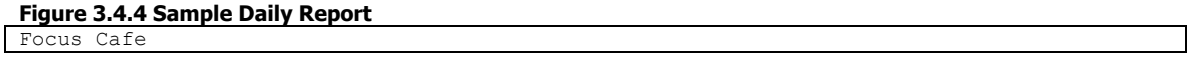
[TOP]

3.3.3.1.1.1 Daily Sales

Purpose
A sample Daily Report and description of the fields are listed below.

Note: The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.

Figure 3.4.4 Sample Daily Report

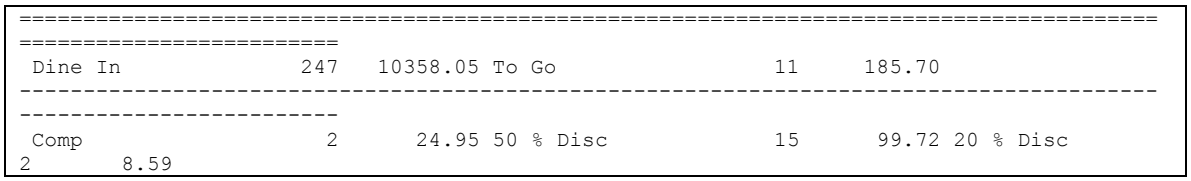


				Lunch		Happy Hour		Dinner	
		%	08:00 - 14:00		14:00 - 19:00		19:00 - 08:00	Disc.	Disc.
	Units	Sales	Sales	Units	Sales	Units	Sales	Units	Sales	Units	Sales
Average Check	258	40.35		74	24.31	57	26.30	127	56.00		
Average Guest	729	14.28		180	9.99	122	12.29	427	16.66		
Voids	18	66.25		5	13.90	3	11.25	10	41.10		
Liquor	490	2948.75	28.32	31	128.50	69	398.75	390	2421.50	2	-10.50
Wine	5	17.50	0.17	2	7.00	0	0.00	3	10.50	0	0.00
Beer	481	1348.75	12.96	27	49.75	45	123.25	409	1175.75	2	-5.50
Food	929	6095.49	58.55	309	1613.81	148	976.88	472	3504.80	34	-117.26
Totals	1905	10410.49	100.00	369	1799.06	262	1498.88	1274	7112.55	38	-133.26

To Go	9.33
Subtotal	10419.82
Inclusive Tax	0.00
Subtotal Discounts	0.00
Net Sales	10419.82
Sales Tax	512.89 on 6216.85 exempt 0.00
State Tax	0.00 on 119.50 exempt 0.00
Total Tax	512.89
Total Sales	10932.71
Paid Outs	0.00
Paid Ins	0.00
Gift Cards	390.00
CC Tip Fee	0.00
Refunds	0.00
TOTAL ACCOUNTABLE	11322.71

GROSS CASH	210	5736.95	_____		
Paid Outs	0	0.00	- _____		
CC Tip Fee		0.00	+ _____		
Tips Paid Out		-608.10	- _____		
NET CASH		5128.85	= _____	Cash Deposit:	_____
Check	0	0.00	+ _____		
Cash & Checks		5128.85	= _____	Cash & Checks:	_____
Master Card	36	1506.87	+ _____		
Visa	93	3718.41	+ _____		
Amex	10	410.13	+ _____		
Discover	2	122.66	+ _____		
Gift Cartificat	0	0.00	+ _____		
Diners Club	0	0.00	+ _____		
MC Visa	0	0.00	+ _____		
Gift Card	4	435.79	+ _____		
TOTAL PAYMENTS		11322.71	= _____	- 11322.71 = Over/Short	_____

CC Total $5,758.07



```
================================================================================================
=========================
 Dine In               247   10358.05 To Go                 11     185.70
------------------------------------------------------------------------------------------------
-------------------------
 Comp                    2      24.95 50 % Disc             15      99.72 20 % Disc
2       8.59
```

Figure 3.4.5 Daily Report Fields

Field	Description
NRGT	Non-Resettable Grand Total. The NRGT equals the NRGT for the previous day plus the Subtotal on the Dai date range is for more than one day then the NRGT is not printed.
Average Check	Average Check is computed by dividing the total Report Group Sales by the number of checks.
Average Guest	Average Guest is computed by dividing the total Report Group Sales by the number of guests.
Voids	The total number of Voids and the total amount voided is displayed in the first column.
Report Group Units and Sales	Report Group Sales is net of Item Discounts. Report Group Units are only incremented for non-zero priced counted.
Discount Units and Sales	Discount units is the total number of items that have been discounted by Item Discounts. Discount Sales is Discounts.
Order Type Charges	Order Type Charges are displayed.
Subtotal	The Subtotal equals the total Report Group Sales plus the total Order Type Charges.
Inclusive Tax	The total of all Inclusive Taxes.
Subtotal Discounts	The total of all Subtotal Discounts.
Net Sales	Net Sales equals the total Report Group Sales plus the total Order Type Charges minus Inclusive Tax minu
Taxes	Each Tax Amount, Taxable Sales, and Tax-Exempt Sales are displayed.
Total Tax	The total of Inclusive and Exclusive Tax.
Total Sales	Total Sales equals Net Sales plus Total Tax.
Paid Outs	The total of all Paid Outs.
Paid Ins	The total of all Paid Ins.
Gift Cards	The total of all Gift Cards.
Retained Tips	If the "Pay Tips Out" option is set to "Retain Tips" then all non cash tips are retained and do not reduce ca
CC Tip Fee	The Tip Fees on tips of all Payments.
Refunds	The amount Refunded.
Total Accountable	Total Accountable equals Total Sales minus Paid Outs plus Paid Ins plus Retained Tips plus the CC Tip Fee
Gross Cash	Gross Cash equals the cash collected from all Payments minus cash tips minus change back.
Paid Outs	The count and total of all Paid Outs is displayed.
Advances	The total of all Advances is displayed.

CC Tip Fee	The Tip Fees on tips of all Payments.
Tips Paid Out	If the Focus Setup > Miscellaneous > General > Timekeeping > Retain Tips option is set to "Pay Out Tips" paid out and displayed.
Net Cash	Net Cash equals Gross Cash minus Paid Outs plus the CC Tip Fee minus Tips Paid Out minus Advances plu
Non Cash Payments	All Payments that are not cash and do not have a blank name are printed.
Total Payments	Total Payments equal Net Cash plus non cash payments.
CC Total	The total amount of credit cards is displayed.
Discounts	The number of Discounts as well as the total discounted amount is displayed.
Order Type Sales	The number of checks for the Order Type and Order Type Sales is displayed. The total of all Order Type Sa plus any non-Subtotal Discounts.
Paid Outs	The count and total for each Paid Out is displayed.
Paid Ins	The count and total for each Paid In is displayed.
Deposits	The description and amount is displayed for each Deposit.

Related Topics (none)

[TOP]

3.3.3.1.2 Sales Reports

Purpose
Sales Reports are used to display sales based information such as Net Sales, Discounts, and Report Groups Sales etc. for individual stores and groups for comparison purposes.

Sample Sales Reports are listed below.

Figure 3.4.6 Sample Sales Reports

Report Type	Name	Description
Sales	Restaurant Information Report	Displays information contained in Setup > Restaurants such as the Store Name, ID, Adv. % and Royalty %.
Sales	Franchisee Report	Displays individual store sales and calculates the Advertising and Royalty amount due.
Sales	Average Store Sales Ranking Report	Compares the average store sales and ranks them.
Sales	Item to Report Group Percentage Report	Displays the percentage the Menu Item sales make up of the Report Group.
Sales	Void Comparison Report	Compares the Void dollar/percentage amount of a store to the corporate average.
Sales	Average Checks Report	Displays the number of checks and the check average of the selected stores.
Sales	Average Store Sales	Displays the average sales of a store.
Sales	Average Store Sales Ranking by Group Report	Compares the Net Sales of a store to the Group and Corporation and

		ranks them accordingly.
Sales	Discount Percentage Report	Displays Discount Amounts and ranks sales and Discount Percentage.
Sales	Gift Card Report	Displays Gift Card Sales, Gift Card Percentages and Payments.
Sales	Report Group Percentage Report	Displays the percentage of Report Group Sales to Net Sales.
Sales	Order Type Percentage Report	Displays the Order Type Sales to Net Sales percentage.

[TOP]

3.3.3.1.2.1 Restaurant Information Report

Purpose
The Sample Restaurant Information Report, shown below, is designed to display a store's ID, Name, Address, City, State Advertising %, Royalty % and Software Version.

Figure 3.4.7 Sample Restaurant Information Report

```
Focus POS Corp
Restaurant Information Report for 3/3/200X at 11/27/200X 1:09:52 PM Page 1

    Store    |    Store    |         Address         |    City    | State |   Zip   | Adv %|
Royalty % |  Software  |
     ID      |     Name    |                         |            |       |         |      |
|   Version  |
=============================================================================================
=======================
 01          | Spring      | 1485 Spring Cypress Rd | Spring     | TX    |  77386 | 2.00 |
6.00 |   7.11.12  |
 02          | Tomball     | 21161 State Hwy 249    | Houston    | TX    |  77007 | 2.00 |
4.00 |   7.11.12  |
 04          | Westheimer | 321 Westheimer          | Elgin      | TX    |  77457 | 1.50 |
6.00 |   7.12.15  |
 03          | Downtown    | 123 Main St            | Richmond   | TX    |  74574 | 2.00 |
5.50 |   7.12.15  |
---------------------------------------------------------------------------------------------
-----------------------
 Totals      |             |                        |            |       |         |      |
|             |
=============================================================================================
=======================
```

Figure 3.4.8 Sample Restaurant Information Report Fields

Field	Description
Store ID	**Column 1** Displays the Restaurant ID established in Setup > Restaurants > ID.
Store Name	**Column 2** Displays the Restaurant Name established in Setup > Restaurants > Name.
Address	**Column 3** Displays the Restaurant Address established in Setup > Restaurants > Address.
City	**Column 4** Displays the Restaurant City established in Setup > Restaurants > City.

State	**Column 5** Displays the Restaurant State established in Setup > Restaurants > State.
Zip	**Column 6** Displays the Restaurant Zip established in Setup > Restaurants > Zip.
Adv %	**Column 7** Displays the Restaurant Adv % established in Setup > Restaurants > Adv %.
Royalty %	**Column 8** Displays the Restaurant Royalty % established in Setup > Restaurants > Royalty %.
Software Version	**Column 9** Displays the current version of Focus for the restaurant.
Totals	Not relevant for this report.

Report Setup - Column 1 (Store ID)

Field	Setup Information
Heading 1	Store
Heading 2	ID
Size	10
Sort	<None>
Format	Text
Display	Yes
Filtered	No
Expression	"REST-ID"
Constant	n/a

Report Setup - Column 2 (Store Name)

Field	Setup Information
Heading 1	Store
Heading 2	Name
Size	10
Sort	<None>
Format	Text
Display	Yes
Filtered	No

Expression	"REST-NAME"
Constant	n/a

Report Setup - Column 3 (Address)

Field	Setup Information
Heading 1	Store
Heading 2	Name
Size	30
Sort	<None>
Format	Text
Display	Yes
Filtered	No
Expression	"REST-ADDRESS"
Constant	n/a

Report Setup - Column 4 (City)

Field	Setup Information
Heading 1	Store
Heading 2	Name
Size	15
Sort	<None>
Format	Text
Display	Yes
Filtered	No
Expression	"REST-CITY"
Constant	n/a

Report Setup - Column 5 (State)

Field	Setup Information
Heading 1	Store
Heading 2	Name
Size	5
Sort	<None>
Format	Text

Display	Yes
Filtered	No
Expression	"REST-STATE"
Constant	n/a

Report Setup - Column 6 (Zip)

Field	Setup Information
Heading 1	Store
Heading 2	Name
Size	5
Sort	<None>
Format	Text
Display	Yes
Filtered	No
Expression	"REST-ZIP"
Constant	n/a

Report Setup - Column 7 (Adv %)

Field	Setup Information
Heading 1	Adv %
Heading 2	
Size	10
Sort	<None>
Format	% (Average Breaks)
Display	Yes
Filtered	No
Expression	"RESTFIELD1:Adv. %"
Constant	n/a

Report Setup - Column 8 (Royalty %)

Field	Setup Information
Heading 1	Royalty %
Heading 2	
Size	10

Sort	<None>
Format	% (Average Breaks)
Display	Yes
Filtered	No
Expression	"RESTFIELD1:Royalty %"
Constant	n/a

Report Setup - Column 9 (Software Version)

Field	**Setup Information**
Heading 1	Store
Heading 2	Name
Size	10
Sort	<None>
Format	Text
Display	Yes
Filtered	No
Expression	"REST-VERSION"
Constant	n/a

[TOP]

3.3.3.1.2.2 Franchisee Report

Purpose
The Sample Franchisee Report, shown below, is designed to calculate the Advertising and Royalty amounts based on the Total Sales for each restaurant.

Figure 3.4.9 Sample Franchisee Fee Report

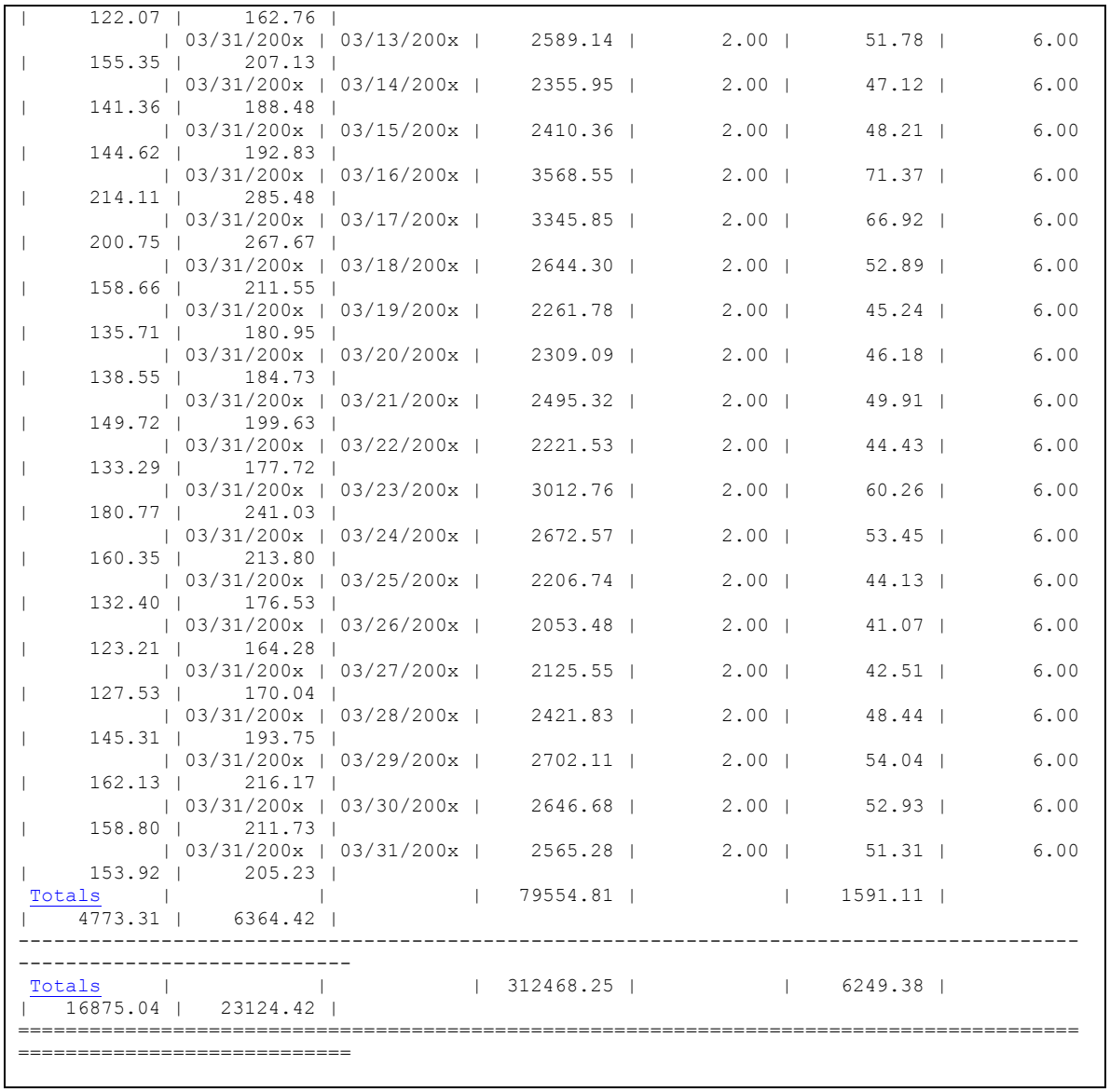
```
Focus POS Corp
                    Franchisee Fee Report for 3/1/200x-3/31/200x at 10/24/200x 1:14:59
AM Page 1

    Store    |  Week End  |  Business  |    Total    |    Adv.    |    Adv.    |   Royalty
|   Royalty  |   Amount   |
   Number    |    Date    |    Date    |    Sales    |      %     |   Amount   |      %
|   Amount   |     Due    |
==========================================================================================
============================
 01          | 03/31/200x | 03/01/200x |    2752.76 |       2.00 |      55.06 |       6.00
|     165.17 |     220.23 |
             | 03/31/200x | 03/02/200x |    3063.78 |       2.00 |      61.28 |       6.00
|     183.83 |     245.11 |
             | 03/31/200x | 03/03/200x |    2853.99 |       2.00 |      57.08 |       6.00
|     171.24 |     228.32 |
             | 03/31/200x | 03/04/200x |    2408.62 |       2.00 |      48.17 |       6.00
|     144.52 |     192.69 |
```

	03/31/200x	03/05/200x	2212.45	2.00	44.25	6.00	132.75	177.00
	03/31/200x	03/06/200x	2405.30	2.00	48.11	6.00	144.32	192.43
	03/31/200x	03/07/200x	2528.64	2.00	50.57	6.00	151.72	202.29
	03/31/200x	03/08/200x	3012.90	2.00	60.26	6.00	180.77	241.03
	03/31/200x	03/09/200x	2895.58	2.00	57.91	6.00	173.73	231.64
	03/31/200x	03/10/200x	2786.13	2.00	55.72	6.00	167.17	222.89
	03/31/200x	03/11/200x	3159.11	2.00	63.18	6.00	189.55	252.73
	03/31/200x	03/12/200x	2253.83	2.00	45.08	6.00	135.23	180.31
	03/31/200x	03/13/200x	2589.14	2.00	51.78	6.00	155.35	207.13
	03/31/200x	03/14/200x	2485.66	2.00	49.71	6.00	149.14	198.85
	03/31/200x	03/15/200x	2457.85	2.00	49.16	6.00	147.47	196.63
	03/31/200x	03/16/200x	3568.55	2.00	71.37	6.00	214.11	285.48
	03/31/200x	03/17/200x	3345.85	2.00	66.92	6.00	200.75	267.67
	03/31/200x	03/18/200x	2601.11	2.00	52.02	6.00	156.07	208.09
	03/31/200x	03/19/200x	2261.78	2.00	45.24	6.00	135.71	180.95
	03/31/200x	03/20/200x	2505.39	2.00	50.11	6.00	150.32	200.43
	03/31/200x	03/21/200x	2495.32	2.00	49.91	6.00	149.72	199.63
	03/31/200x	03/22/200x	2533.33	2.00	50.67	6.00	152.00	202.67
	03/31/200x	03/23/200x	3012.76	2.00	60.26	6.00	180.77	241.03
	03/31/200x	03/24/200x	2672.57	2.00	53.45	6.00	160.35	213.80
	03/31/200x	03/25/200x	2810.88	2.00	56.22	6.00	168.65	224.87
	03/31/200x	03/26/200x	1979.23	2.00	39.58	6.00	118.75	158.33
	03/31/200x	03/27/200x	2206.95	2.00	44.14	6.00	132.42	176.56
	03/31/200x	03/28/200x	2421.83	2.00	48.44	6.00	145.31	193.75
	03/31/200x	03/29/200x	1164.59	2.00	23.29	6.00	69.88	93.17
	03/31/200x	03/30/200x	2646.68	2.00	52.93	6.00	158.80	211.73
	03/31/200x	03/31/200x	3129.32	2.00	62.59	6.00	187.76	250.35
Totals			81221.88		1624.46		4873.33	6497.79
02	03/31/200x	03/01/200x	2514.20	2.00	50.28	4.00	100.57	150.85
	03/31/200x	03/02/200x	3101.28	2.00	62.03	4.00	124.05	186.08
	03/31/200x	03/03/200x	2506.49	2.00	50.13	4.00	100.26	150.39
	03/31/200x	03/04/200x	2614.45	2.00	52.29	4.00	104.58	156.87
	03/31/200x	03/05/200x	1912.24	2.00	38.24	4.00	76.49	114.73
	03/31/200x	03/06/200x	1796.50	2.00	35.93	4.00	71.86	107.79
	03/31/200x	03/07/200x	2244.13	2.00	44.88	4.00

| 89.77 | 134.65 |
| | | |

	03/31/200x	03/10/200x	2786.13	2.00	55.72	5.50	153.24	208.96
	03/31/200x	03/11/200x	2701.12	2.00	54.02	5.50	148.56	202.58
	03/31/200x	03/12/200x	2253.83	2.00	45.08	5.50	123.96	169.04
	03/31/200x	03/13/200x	2121.86	2.00	42.44	5.50	116.70	159.14
	03/31/200x	03/14/200x	2485.66	2.00	49.71	5.50	136.71	186.42
	03/31/200x	03/15/200x	2410.36	2.00	48.21	5.50	132.57	180.78
	03/31/200x	03/16/200x	3568.55	2.00	71.37	5.50	196.27	267.64
	03/31/200x	03/17/200x	2558.51	2.00	51.17	5.50	140.72	191.89
	03/31/200x	03/18/200x	2601.11	2.00	52.02	5.50	143.06	195.08
	03/31/200x	03/19/200x	1901.56	2.00	38.03	5.50	104.59	142.62
	03/31/200x	03/20/200x	2505.39	2.00	50.11	5.50	137.80	187.91
	03/31/200x	03/21/200x	2278.07	2.00	45.56	5.50	125.29	170.85
	03/31/200x	03/22/200x	2533.33	2.00	50.67	5.50	139.33	190.00
	03/31/200x	03/23/200x	2585.24	2.00	51.70	5.50	142.19	193.89
	03/31/200x	03/24/200x	2672.57	2.00	53.45	5.50	146.99	200.44
	03/31/200x	03/25/200x	2206.74	2.00	44.13	5.50	121.37	165.50
	03/31/200x	03/26/200x	1979.23	2.00	39.58	5.50	108.86	148.44
	03/31/200x	03/27/200x	2125.55	2.00	42.51	5.50	116.91	159.42
	03/31/200x	03/28/200x	2421.83	2.00	48.44	5.50	133.20	181.64
	03/31/200x	03/29/200x	2702.11	2.00	54.04	5.50	148.62	202.66
	03/31/200x	03/30/200x	2646.68	2.00	52.93	5.50	145.57	198.50
	03/31/200x	03/31/200x	2565.28	2.00	51.31	5.50	141.09	192.40
Totals			77382.89		1547.64		4256.07	5803.71
04	03/31/200x	03/01/200x	2514.20	2.00	50.28	6.00	150.85	201.13
	03/31/200x	03/02/200x	3063.78	2.00	61.28	6.00	183.83	245.11
	03/31/200x	03/03/200x	2506.49	2.00	50.13	6.00	150.39	200.52
	03/31/200x	03/04/200x	2614.45	2.00	52.29	6.00	156.87	209.16
	03/31/200x	03/05/200x	2212.45	2.00	44.25	6.00	132.75	177.00
	03/31/200x	03/06/200x	2405.30	2.00	48.11	6.00	144.32	192.43
	03/31/200x	03/07/200x	2244.13	2.00	44.88	6.00	134.65	179.53
	03/31/200x	03/08/200x	2320.10	2.00	46.40	6.00	139.21	185.61
	03/31/200x	03/09/200x	2895.58	2.00	57.91	6.00	173.73	231.64
	03/31/200x	03/10/200x	2975.90	2.00	59.52	6.00	178.55	238.07
	03/31/200x	03/11/200x	3159.11	2.00	63.18	6.00	189.55	252.73
	03/31/200x	03/12/200x	2034.45	2.00	40.69	6.00



```
|      122.07 |      162.76 |
              | 03/31/200x | 03/13/200x |     2589.14 |        2.00 |       51.78 |        6.00
|      155.35 |      207.13 |
              | 03/31/200x | 03/14/200x |     2355.95 |        2.00 |       47.12 |        6.00
|      141.36 |      188.48 |
              | 03/31/200x | 03/15/200x |     2410.36 |        2.00 |       48.21 |        6.00
|      144.62 |      192.83 |
              | 03/31/200x | 03/16/200x |     3568.55 |        2.00 |       71.37 |        6.00
|      214.11 |      285.48 |
              | 03/31/200x | 03/17/200x |     3345.85 |        2.00 |       66.92 |        6.00
|      200.75 |      267.67 |
              | 03/31/200x | 03/18/200x |     2644.30 |        2.00 |       52.89 |        6.00
|      158.66 |      211.55 |
              | 03/31/200x | 03/19/200x |     2261.78 |        2.00 |       45.24 |        6.00
|      135.71 |      180.95 |
              | 03/31/200x | 03/20/200x |     2309.09 |        2.00 |       46.18 |        6.00
|      138.55 |      184.73 |
              | 03/31/200x | 03/21/200x |     2495.32 |        2.00 |       49.91 |        6.00
|      149.72 |      199.63 |
              | 03/31/200x | 03/22/200x |     2221.53 |        2.00 |       44.43 |        6.00
|      133.29 |      177.72 |
              | 03/31/200x | 03/23/200x |     3012.76 |        2.00 |       60.26 |        6.00
|      180.77 |      241.03 |
              | 03/31/200x | 03/24/200x |     2672.57 |        2.00 |       53.45 |        6.00
|      160.35 |      213.80 |
              | 03/31/200x | 03/25/200x |     2206.74 |        2.00 |       44.13 |        6.00
|      132.40 |      176.53 |
              | 03/31/200x | 03/26/200x |     2053.48 |        2.00 |       41.07 |        6.00
|      123.21 |      164.28 |
              | 03/31/200x | 03/27/200x |     2125.55 |        2.00 |       42.51 |        6.00
|      127.53 |      170.04 |
              | 03/31/200x | 03/28/200x |     2421.83 |        2.00 |       48.44 |        6.00
|      145.31 |      193.75 |
              | 03/31/200x | 03/29/200x |     2702.11 |        2.00 |       54.04 |        6.00
|      162.13 |      216.17 |
              | 03/31/200x | 03/30/200x |     2646.68 |        2.00 |       52.93 |        6.00
|      158.80 |      211.73 |
              | 03/31/200x | 03/31/200x |     2565.28 |        2.00 |       51.31 |        6.00
|      153.92 |      205.23 |
 Totals       |             |            |    79554.81 |             |     1591.11 |
|     4773.31 |     6364.42 |
-------------------------------------------------------------------------------------------
----------------------------
 Totals       |             |            |   312468.25 |             |     6249.38 |
|    16875.04 |    23124.42 |
===========================================================================================
============================
```

Figure 3.4.10 Sample Franchisee Report Fields

Field	Description
Store Number	**Column 1** Displays the Restaurant ID established in Setup > Restaurants > ID. **Note:** The Totals on Break option is the report to display the totals of each individual store in addition to the total of all stores.
Week End Date	**Column 2** Displays the last date of the selected date range.
Business Date	**Column 3** Displays the Business Date that contains the sales information. **Note:** The 'Totals by Date' option is selecte Date is listed with its corresponding Total Sales amount. To consolidate sales to a single day, turn the 'Tot
Total Sales	**Column 4**

	Displays the Net Sales Amount for each Business Date. **Note:** The 'Totals by Date' option is selected for th listed with its corresponding Total Sales amount. To consolidate sales to a single day, turn the 'Totals by D
Adv. %	**Column 5** Displays the Adv. % established in Setup > Restaurants > Adv. %. **Note:** The Restaurant Field Name was Setup > General > Report Field Name (1).
Adv. Amount	**Column 6** Displays the Total Sales multiplied by the Adv. % (Column 4 x Column 5).
Royalty %	**Column 7** Displays the Royalty established in Setup > Restaurants > Royalty %. **Note:** The Restaurant Field Name w Setup > General > Report Field Name (2).
Royalty Amount	**Column 8** Displays the Total Sales multiplied by the Royalty % (Column 4 x Column 7).
Amount Due	**Column 9** Displays the Adv. Amount plus the Royalty Amount (Column 6 + Column 8).
Totals (Break Totals)	The 'Totals on Break' option is turned on for Column 1 (Store Number). This option displays the totals for The following column totals are calculated.

Column Total	Description
Total Sales	The Total Sales for each Business Date is added together for the individual st
Adv. Amount	The Adv. Amount for each Business Date is added together for the individual
Royalty Amount	The Royalty Amount for each Business Date is added together for the individ
Amount Due	The Amount Due for each Business Date is added together for the individual

Totals (Grand Totals)

Column Total	Description
Total Sales	The Total Sales for all stores is added together to display the grand total.
Adv. Amount	The Adv. Amount for all stores is added together to display the grand total.
Royalty Amount	The Royalty Amount for all stores is added together to display the grand tota
Amount Due	The Amount Due for all stores is added together to display the grand total.

Report Setup - Column 1 (Store Number)

Field	Setup Information
Heading 1	Store
Heading 2	Number
Size	10
Sort	Ascending

Format	Text
Display	Yes
Filtered	Yes **Filter Options** **Field** / **Option** **Totals on Break** / Totals on Break
Expression	"REST-ID"
Constant	n/a

Report Setup - Column 2 (Week End)

Field	**Setup Information**
Heading 1	Week End
Heading 2	Date
Size	10
Sort	<None>
Format	Text
Display	Yes
Filtered	No
Expression	"END DATE"
Constant	n/a

Report Setup - Column 3 (Business Date)

Field	**Setup Information**
Heading 1	Business
Heading 2	Date
Size	10
Sort	<None>
Format	Text
Display	Yes
Filtered	No
Expression	"CHECK DATE"
Constant	n/a

Report Setup - Column 4 (Total Sales)

Field	Setup Information
Heading 1	Total
Heading 2	Sales
Size	10
Sort	<None>
Format	Currency
Display	Yes
Filtered	No
Expression	"Net Sales"
Constant	n/a

Report Setup - Column 5 (Adv. %)

Field	Setup Information
Heading 1	Adv.
Heading 2	%
Size	10
Sort	<None>
Format	% (Average Breaks)
Display	Yes
Filtered	Yes **Filter Options** **Field** / **Option** **TotalsStopColu...** / 2

	n
Expression	"RESTFIELD1:Adv. %
Constant	n/a

Report Setup - Column 6 (Adv. Amount)

Field	Setup Information
Heading 1	Adv.
Heading 2	Amount
Size	10
Sort	<None>
Format	Currency
Display	Yes
Filtered	No
Expression	"Column4" * "Column5"
Constant	n/a

Report Setup - Column 7 (Royalty %)

Field	Setup Information
Heading 1	Royalty
Heading 2	%
Size	10
Sort	<None>
Format	% (Average Breaks)
Display	Yes
Filtered	Yes **Filter Options** **Field** / **Option** **Total** / 2

	sStopColumn
Expression	"RESTFIELD2:Royalty %"
Constant	n/a

Report Setup - Column 8 (Royalty Amount)

Field	Setup Information
Heading 1	Royalty
Heading 2	Amount
Size	10
Sort	<None>
Format	Currency
Display	Yes
Filtered	No
Expression	"Column4" * "Column7"
Constant	n/a

Report Setup - Column 9 (Amount Due)

Field	Setup Information
Heading 1	Amount
Heading 2	Due
Size	10
Sort	<None>
Format	Currency
Display	Yes
Filtered	No
Expression	"Column6" + "Column8"
Constant	n/a

Report Format Options

Field	Option
Landscape	The Landscape Option is selected.
File Format	Text
Totals by Date	Totals by Date is selected. Turn this option off to consolidate sales from multiple days.
Record Limit Options	**Type** None

[TOP]

3.3.3.1.2.3 Average Store Sales Ranking Report

Purpose
The Sample Average Store Sales Ranking Report, shown below, is designed to display a store's Net Sales, Dollar amount off the corporate Net Sales average, Percentage amount off the corporate Net Sales average and the Store Rank based on Net Sales.

Figure 3.4.11 Sample Average Store Sales Ranking Report

```
Focus POS Corp
                    Average Store Sales Rank for 3/1/200x-3/31/200x at 10/24/200x 1:19:12
AM Page 1

  Store ID   |  Net Sales |     $ Amount     |    % Amount      |  Percentage of   |   Store
Sales    |
             |            |   off Average    |   off Average    |    Corp Sales    |
Rank       |
=============================================================================================
=========
 01          |   81221.88 |         3104.82 |             3.97 |            25.99 |
1 |
 02          |   77382.89 |         -734.17 |            -0.94 |            24.76 |
3 |
 03          |   74308.67 |        -3808.39 |            -4.88 |            23.78 |
4 |
 04          |   79554.81 |         1437.75 |             1.84 |            25.46 |
2 |
---------------------------------------------------------------------------------------------
---------
 Totals      |   78117.06 |                 |                  |                  |
|
=============================================================================================
=========
```

Figure 3.4.12 Sample Average Store Sales Ranking Report Fields

Field	Description
Store ID	**Column 1** Displays the Restaurant ID established in Setup > Restaurants > ID.
Net Sales	**Column 2** Displays the Net Sales amount for the restaurant for the selected date range.

$ Amount off Average	**Column 3** Calculates the dollar difference between the individual store Net Sales and the corporate average.
% Amount off Average	**Column 4** Calculates the percentage difference between the individual store Net Sales and the corporate average.
% Amount of Corp Sales	**Column 5** The individual store's percentage of Net Sales.
Store Sales Rank	**Column 6** The rank of the individual store based on Net Sales.
Totals	**Net Sales** — **Column 2** The average Net Sales for all restaurants.

Report Setup - Column 1 (Store ID)

Field	Setup Information
Heading 1	Store ID
Heading 2	
Size	10
Sort	<None>
Format	Text
Display	Yes
Filtered	No
Expression	"REST-ID"
Constant	n/a

Report Setup - Column 2 (Net Sales)

Field	Setup Information
Heading 1	Net Sales
Heading 2	
Size	10
Sort	<None>
Format	Currency (Avg. Total)
Display	Yes
Filtered	No

Expression	"Net Sales"
Constant	n/a

Report Setup - Column 3 ($ Amount off Average)

Field	Setup Information
Heading 1	$ Amount
Heading 2	off Average
Size	15
Sort	<None>
Format	Currency
Display	Yes
Filtered	Yes **Filter Options** **Field** / **Option**: **Totals Stop Column** / 2
Expression	"Column2" – "ColumnTotal2"
Constant	n/a

Report Setup - Column 4 (% Amount off Average)

Field	Setup Information
Heading 1	% Amount
Heading 2	off Average
Size	15
Sort	<None>
Format	% (Average Breaks)
Display	Yes
Filtered	Yes **Filter Options** **Field** / **Option**: **Totals Stop Column** / 2
Expression	"Column2" / "ColumnTotal2" – 1
Constant	1.00

Report Setup - Column 5 (% Amount Calc) **Note: This column is used for calculation purposes and not displayed.**

Field	Setup Information
Heading 1	% Amount
Heading 2	Calc
Size	15
Sort	<None>
Format	Currency
Display	No
Filtered	No
Expression	"Net Sales"
Constant	n/a

Report Setup - Column 6 (Percentage of Corp Sales)

Field	Setup Information
Heading 1	Percentage of
Heading 2	Corp Sales
Size	15
Sort	<None>
Format	% (Average Breaks)
Display	Yes
Filtered	Yes **Filter Options** **Field** / **Option** **Totals Stop Column** / 2
Expression	"Column5" / "ColumnTotal5"
Constant	n/a

Report Setup - Column 7 (Store Sales Rank)

Field	Setup Information
Heading 1	Store Sales
Heading 2	Rank
Size	15
Sort	<None>

Format	Integer
Display	Yes
Filtered	Yes **Filter Options** **Field** / **Option** **Totals Stop Column** / 2
Expression	"RankTotal2"
Constant	n/a

Report Format Options

Field	Option
File Format	Text
Totals by Date	Not Selected
Type	None

[TOP]

3.3.3.1.2.4 Item to Report Group Percentage Report

Purpose
The Sample Item to Report Group Percentage Report, shown below, is designed to calculate the percentage of Total Chicken Sales that 2pc Combos make up and the variance compared to the corporate average.

Figure 3.4.13 Sample Item to Report Group Percentage Report

```
Focus POS Corp
2PC Combo Units for 3/1/200x-3/31/200x at 10/24/200x 1:16:51 AM Page 1

  Store ID  |    # of     |  Total Chicken  | Percentage |  Variance  |
            | 2pc Combos |      Units      | of Chicken |            |
============================================================================
 Downtown   |       1082 |           13071 |       8.28 |      -0.25 |
 Spring     |       1333 |           13801 |       9.66 |       1.13 |
 Tomball    |        903 |           12188 |       7.41 |      -1.12 |
 Westheimer |       1159 |           13238 |       8.76 |       0.23 |
----------------------------------------------------------------------------
 Totals     |    1119.25 |        13074.50 |       8.53 |            |
============================================================================
```

Figure 3.4.14 Sample Item to Report Group Percentage Report Fields

Field	Description
Store ID	**Column 1** Displays the Restaurant ID established in Focus Setup > Restaurants > ID.
# of 2pc Combos	**Column 2**

	Displays the number of 2pc Combos sold during the selected date range. **Note:** This column uses a List.
Total Chicken Units	**Column 3** Displays the number of units for the Chicken Report Group.
Percentage of Chicken	**Column 4** Displays the percentage of Total Chicken Units to 2pc Combos (# of 2pc Combos divided by Total Chicken
Variance	**Column 5** Compares the Percentage of Chicken against the corporate average.
Totals	**# of 2pc Combos** — **Column 3** Displays the total number of units sold for the 2pc Combo for a **Total Chicken Units** — **Column 4** Displays the total number of units sold for the Chicken Report **Percentage of Chicken** — **Column 5** Displays the corporate average of Total Chicken Units to # of 2

Report Setup - Column 1 (Store ID)

Field	Setup Information
Heading 1	Store ID
Heading 2	
Size	10
Sort	Ascending
Format	Text
Display	Yes
Filtered	No
Expression	"REST-NAME"
Constant	n/a

Report Setup - Column 2 (2pc Combos)

Field	Setup Information
Heading 1	# of
Heading 2	2pc Combos
Size	10
Sort	<None>

Format	Integer (Avg. Total)
Display	Yes
Filtered	Yes **Filter Options** **Field** / **Option** **List** / 2pc Combo **2Pc Combo List Options** **Type**: Menu Items **Item**: 2pc Combo **Note:** "2pc Combo" is the ID of the Menu Item for the List.
Expression	"RGUnits1:CHICKEN" **Note:** CHICKEN is the name of the Report Group.
Constant	n/a

Report Setup - Column 3 (Total Chicken Units)

Field	Setup Information
Heading 1	Total Chicken
Heading 2	Units
Size	15
Sort	<None>
Format	Integer (Avg. Total)
Display	Yes
Filtered	No
Expression	"RGUnits1:CHICKEN" **Note:** CHICKEN is the name of the Report Group.
Constant	n/a

Report Setup - Column 4 (Percentage of Chicken)

Field	Setup Information
Heading 1	Percentage
Heading 2	of Chicken

Size	10
Sort	<None>
Format	Currency (Avg. Total)
Display	Yes
Filtered	No
Expression	"Column2" / "Column3" * 100.00
Constant	100.00

Report Setup - Column 5 (Variance)

Field	Setup Information
Heading 1	Variance
Heading 2	
Size	10
Sort	<None>
Format	Currency (Avg. Total)
Display	Yes
Filtered	Yes **Filter Options** **Field** / **Option** **Totals Stop Column** / 2
Expression	"Column4" – "ColumnTotal4"
Constant	n/a

Report Format Options

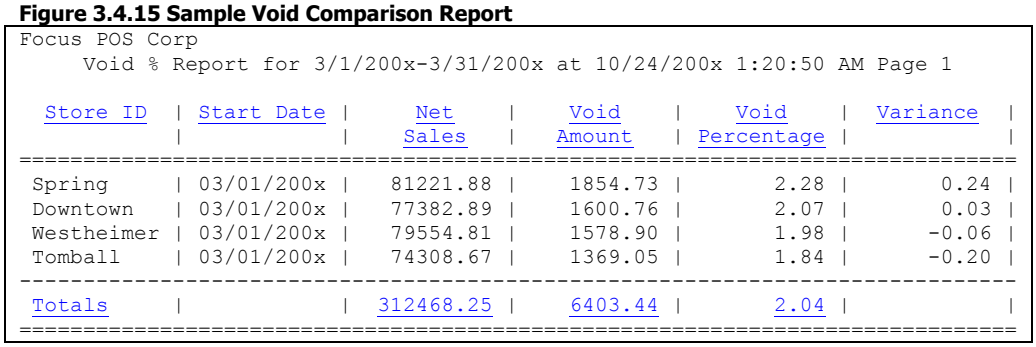
Field	Option
File Format	Text
Totals by Date	Not Selected
Type	None

[TOP]

3.3.3.1.2.5 Void Comparison Report

Purpose
The Sample Void Comparison Report, shown below, is designed to display the Store ID, Net Sales, Void Amount, Void Percentage and the Variance between a store's Void Percentage and the corporate average.

Figure 3.4.15 Sample Void Comparison Report



```
Focus POS Corp
     Void % Report for 3/1/200x-3/31/200x at 10/24/200x 1:20:50 AM Page 1

  Store ID   | Start Date |     Net     |    Void     |    Void     |  Variance  |
             |            |    Sales    |   Amount    | Percentage  |            |
=============================================================================
 Spring      | 03/01/200x |   81221.88  |    1854.73  |       2.28  |       0.24 |
 Downtown    | 03/01/200x |   77382.89  |    1600.76  |       2.07  |       0.03 |
 Westheimer  | 03/01/200x |   79554.81  |    1578.90  |       1.98  |      -0.06 |
 Tomball     | 03/01/200x |   74308.67  |    1369.05  |       1.84  |      -0.20 |
-----------------------------------------------------------------------------
 Totals      |            |  312468.25  |    6403.44  |       2.04  |            |
=============================================================================
```

Figure 3.4.16 Sample Void Comparison Report Fields

Field	Description
Store ID	**Column 1** Displays the Restaurant Name established in Setup > Restaurants > Name.
Start Date	**Column 2** Displays the starting date for the selected date range.
Sales Amount	**Column 3** Displays the Net Sales amount for the restaurant for the selected date range.
Void Amount	**Column 4** Displays the Void dollar amount for the restaurant for the selected date range.
Void Percentage	**Column 5** Calculates the percentage of Voids to Net Sales.
Variance	**Column 6** Compares the individual store's Void Percentage to the corporate average.
Totals	**Net Sales** — **Column 3** Displays the total Net Sales for all restaurants. **Void Amount** — **Column 4** Displays the total Void Amount for all restaurants. **Void Percentage** — **Column 5** Displays the average Void Percentage for all restaurants.

Report Setup - Column 1 (Store ID)

Field	Setup Information

Heading 1	Store ID
Heading 2	
Size	10
Sort	<None>
Format	Text
Display	Yes
Filtered	No
Expression	"REST-ID"
Constant	n/a

Report Setup - Column 2 (Start Date)

Field	**Setup Information**
Heading 1	Start Date
Heading 2	
Size	10
Sort	Ascending
Format	Text
Display	Yes
Filtered	No
Expression	"BEGIN DATE"
Constant	n/a

Report Setup - Column 3 (Net Sales)

Field	**Setup Information**
Heading 1	Net Sales
Heading 2	
Size	10
Sort	<None>
Format	Currency
Display	Yes
Filtered	No
Expression	"Net Sales"
Constant	n/a

Report Setup - Column 4 (Void Amount)

Field	Setup Information
Heading 1	Void
Heading 2	Amount
Size	10
Sort	<None>
Format	Currency
Display	Yes
Filtered	No
Expression	"Void $"
Constant	n/a

Report Setup - Column 5 (Void Percentage)

Field	Setup Information
Heading 1	Void
Heading 2	Percentage
Size	10
Sort	Descending
Format	% (Average Breaks)
Display	Yes
Filtered	No
Expression	"Column4" / "Column3"
Constant	100.00

Report Setup - Column 6 (Variance)

Field	Setup Information
Heading 1	Variance
Heading 2	
Size	10
Sort	<None>
Format	% (Average Breaks)
Display	Yes
Filtered	Yes

	Filter Options **Field** / **Option** **Totals Stop Column** / 2
Expression	"Column5" - "ColumnTotal5"
Constant	n/a

Report Format Options

Field	Option
File Format	Text
Totals by Date	Not Selected
Type	None

[TOP]

3.3.3.1.2.6 Average Checks Report

Purpose
The Sample Average Checks Report, shown below, is designed to display the Store ID, Week End Date, Number of Checks and the Average Check amount.

Figure 3.4.17 Sample Average Checks Report

```
Focus POS Corp
Average Checks for 3/1/200x-3/31/200x at 10/24/200x 1:16:03 AM Page 1

    Store    |  Week End   |  Number of  |   Average   |   Number   |  Average
      ID     |    Date     |   Checks    |    Check    | of Guests  |   Guest
===========================================================================
 01          | 03/31/200x |        9476 |        8.70 |      10245 |      8.04
 04          | 03/31/200x |        8855 |        9.13 |       9857 |      8.20
 03          | 03/31/200x |        8570 |        9.19 |       9754 |      8.07
 02          | 03/31/200x |        7753 |        9.74 |       8975 |      8.41
---------------------------------------------------------------------------
 Totals      |             |       34654 |        9.19 |      38831 |       8.20
===========================================================================
```

Figure 3.4.18 Sample Average Checks Report Fields

Field	Description
Store ID	**Column 1** Displays the Restaurant ID established in Setup > Restaurants > ID.
Week End Date	**Column 2** Displays the ending date of the selected date range.
Number of Checks	**Column 3**

	Displays the number of checks for the selected date range.
Average Check	**Column 4** Displays the Average Check amount for the selected date range.
Number of Guests	**Column 5** Displays the number of guests for the selected date range.
Average Guests	**Column 6** Displays the Average Guest (PPA) for the selected date range.
Totals	**Number of Checks** — **Column 3** Displays the Total number of Check for all stores. **Average Check** — **Column 4** Displays the corporate Average Check amount. **Number of Guests** — **Column 5** Displays the Total number of Guests for all stores. **Average Guest** — **Column 6** Displays the corporate Average Guest amount.

Report Setup - Column 1 (Store ID)

Field	Setup Information
Heading 1	Store
Heading 2	ID
Size	10
Sort	<None>
Format	Text
Display	Yes
Filtered	No
Expression	"REST-ID"
Constant	n/a

Report Setup - Column 2 (Week End Date)

Field	Setup Information
Heading 1	Week End
Heading 2	Date

Size	10
Sort	<None>
Format	Text
Display	Yes
Filtered	No
Expression	"END-DATE"
Constant	n/a

Report Setup - Column 3 (Number of Checks)

Field	Setup Information
Heading 1	Number of
Heading 2	Checks
Size	10
Sort	Descending
Format	Integer
Display	Yes
Filtered	No
Expression	"# of Checks"
Constant	n/a

Report Setup - Column 4 (Average Check)

Field	Setup Information
Heading 1	Average
Heading 2	Check
Size	10
Sort	<None>
Format	Currency (Avg. Total)
Display	Yes
Filtered	No
Expression	"Avg. Check"
Constant	n/a

Report Setup - Column 5 (Number of Guests)

Field	Setup Information

Heading 1	Number
Heading 2	Of Guests
Size	10
Sort	<None>
Format	Integer
Display	Yes
Filtered	No
Expression	"# of Guests"
Constant	n/a

Report Setup - Column 6 (Average Guest)

Field	**Setup Information**
Heading 1	Average
Heading 2	Guest
Size	10
Sort	<None>
Format	Currency (Avg. Total)
Display	Yes
Filtered	No
Expression	"Avg. Guest"
Constant	n/a

Report Format Options

Field	**Option**
File Format	Text
Totals by Date	Not Selected
Type	None

[TOP]

3.3.3.1.2.7 Average Store Sales Ranking by Group Report

Purpose
The Sample Average Store Sales Ranking by Group Report, shown below, is designed to display the Store ID, Group, Net Sales, Dollar amount off Group Average, % off Group Average, Dollar amount off Corporate Average, % of Corporate Sales and the Store Sales Rank within the Group.

Figure 3.4.19 Sample Average Store Sales Ranking by Group Report

Focus POS Corp

Average Store Sales (Grp) for 3/1/2007-3/31/200x at 10/24/200x 1:20:01 AM

Rest Group	Store ID	Net Sales	$ off Group Average	% off Group Average	$ off Corp Average	% off Corp Average
North	01	81221.88	1919.50	2.42	3104.82	3.82
	03	77382.89	-1919.50	-2.42	-734.17	-0.95
Totals		79302.38				
South	02	74308.67	-2623.07	-3.41	-3808.39	-5.13
	04	79554.81	2623.07	3.41	1437.75	1.81
Totals		76931.74				
Total		78117.06				

Figure 3.4.20 Sample Average Store Sales Ranking by Group Report Fields

Field	Description
Rest Group	**Column 1** Displays the Group established in Setup > Restaurants > Groups. **Note:** This Column uses the "Totals on Totals by Group.
Store ID	**Column 2** Displays the Restaurant ID established in Setup > Restaurants > ID.
Net Sales	**Column 3** Displays the Net Sales amount for the restaurant for the selected date range.
$ off Group Average	**Column 4** Calculates the dollar difference between the individual store Net Sales and the Group average.
% off Group Average	**Column 5** Calculates the percentage difference between the individual store Net Sales and the Group average.
$ off Corp Average	**Column 6** Calculates the dollar difference between the individual store Net Sales and the corporate average.
% off Corp Average	**Column 7** Calculates the percentage difference between the individual store Net Sales and the corporate average.
Store Sales Group Rank	**Column 8** Ranks the Net Sales of the restaurant to other restaurants in the Group.
Total	**Net Sales** — **Column 3** Displays the average Net Sales amount for all restaurants.

Report Setup - Column 1 (Rest Group)

Field	Setup Information
Heading 1	Rest
Heading 2	Group
Size	10
Sort	Ascending
Format	Text
Display	Yes
Filtered	Yes **Filter Options** **Field** / **Option** **Totals on Break** / Totals on Break
Expression	"REST-GROUP"
Constant	n/a

Report Setup - Column 2 (Store ID)

Field	Setup Information
Heading 1	Store
Heading 2	ID
Size	5
Sort	Ascending
Format	Text
Display	Yes
Filtered	No
Expression	"REST-ID"
Constant	n/a

Report Setup - Column 3 (Net Sales)

Field	Setup Information
Heading 1	Net Sales
Heading 2	
Size	10
Sort	<None>
Format	Currency (Avg. Total)

Display	Yes
Filtered	No
Expression	"Net Sales"
Constant	n/a

Report Setup - Column 4 ($ off Group Average)

Field	Setup Information
Heading 1	$ off
Heading 2	Group Average
Size	15
Sort	<None>
Format	Currency
Display	Yes
Filtered	Yes **Filter Options** **Field** / **Option** **Totals Stop Column** / 2
Expression	"Column3" – "ColumnGroupTotal3"
Constant	n/a

Report Setup - Column 5 (% off Group Average)

Field	Setup Information
Heading 1	% off
Heading 2	Group Average
Size	15
Sort	<None>
Format	% (Average Breaks)
Display	Yes
Filtered	Yes **Field** / **Option** **Totals Stop Column** / 2
Expression	"Column3" / "ColumnGroupTotal3" - 1
Constant	n/a

Report Setup - Column 6 ($ off Corp Average)

Field	Setup Information
Heading 1	$ off
Heading 2	Corp Average
Size	15
Sort	<None>
Format	Currency
Display	Yes
Filtered	Yes **Field** / **Option** **Totals Stop Column** / 2
Expression	"Column3" - "ColumnTotal3"
Constant	n/a

Report Setup - Column 7 (% off Corporate Average)

Field	Setup Information
Heading 1	% off
Heading 2	Corporate Average
Size	15
Sort	<None>
Format	% (Average Breaks)
Display	Yes
Filtered	Yes **Field** / **Option** **Totals Stop Column** / 2
Expression	"Column3" / "ColumnTotal3" - 1
Constant	n/a

Report Setup - Column 8 (Store Sales Group Rank)

Field	Setup Information
Heading 1	Store Sales
Heading 2	Group Rank
Size	11

Sort	<None>
Format	Integer
Display	Yes
Filtered	Yes **Field** / **Option** **Totals Stop Column** / 2
Expression	"RankGroupTotal3"
Constant	n/a

Report Format Options

Field	Option
File Format	Text
Totals by Date	Not Selected
Type	None

[TOP]

3.3.3.1.2.8 Discount Percentage Report

Purpose
The Sample Discount Percentage Report, shown below, is designed to display the Store ID, Net Sales, individual Discounts, Total Discounts $, Discount Percentage, Net Sales Rank and Disc % Rank.

Figure 3.4.21 Sample Discount Percentage Report

```
Focus POS Corp
                          Discount Percentage Report for 3/1/200X-3/31/200X at 11/28/200X 11:02:52 AM Pag

  Store ID  |     Net     |    Open     |  Employee   |   Manager   |   Senior    |    Total    |  Discount   |  Net
            |    Sales    |  Discount   |    Meal     |    Meal     |  Discount   | Discount $  | Percentage  |    R
============================================================================================================================
 01         |   76204.46  |      24.51  |      66.31  |     111.53  |       2.49  |     204.84  |       0.27  |
 02         |   74308.67  |     116.84  |      29.99  |     273.29  |       0.00  |     420.12  |       0.57  |
 03         |   77382.89  |      61.69  |      61.12  |     229.69  |       0.00  |     352.50  |       0.46  |
 04         |   79554.81  |      75.20  |      56.12  |      74.00  |       0.00  |     205.32  |       0.26  |
----------------------------------------------------------------------------------------------------------------------------
 Totals     |   76862.71  |      69.56  |      53.38  |     172.13  |       0.62  |     295.70  |       0.39  |
============================================================================================================================
```

Figure 3.4.22 Sample Discount Percentage Report Fields

Field	Description
Store ID	**Column 1**

	Displays the Restaurant ID established in Setup > Restaurants > ID.
Net Sales	**Column 2** Displays the Net Sales amount for the restaurant for the selected date range.
Open Discount	**Column 3** Displays the Open Discount amount for the restaurant for the selected date range.
Employee Meal	**Column 4** Displays the Employee Discount amount for the restaurant for the selected date range.
Manager Meal	**Column 5** Displays the Manager Meal Discount amount for the restaurant for the selected date range.
Senior Discount	**Column 6** Displays the Senior Discount amount for the restaurant for the selected date range.
Total Discount $	**Column 7** Displays the Total Discount amount for the restaurant for the selected date range.
Discount Percentage	**Column 8** Calculates the Total Discount to Net Sales Amount for the selected date range.
Highest Sales Rank	**Column 9** Ranks the Net Sales of the restaurant to all restaurants.
Highest Disc Rank	**Column 10** Ranks the Discount Percentage of the restaurant to all restaurants.
Total	

Net Sales	**Column 2** Displays the corporate average Net Sales amount.
Open Discount	**Column 3** Displays the corporate average Open Discount amount.
Employee Meal	**Column 4** Displays the corporate average Employee Meal Discount amount.
Manager Meal	**Column 5** Displays the corporate average Manager Meal Discount amount.
Senior Discount	**Column 6** Displays the corporate average Senior Discount amount.
Total Discount $	**Column 7** Displays the corporate average Total Discount amount.

	Discount Percentage	**Column 8** Displays the Total Discounts to Net Sales corporate average.

Report Setup - Column 1 (Store ID)

Field	Setup Information
Heading 1	Store ID
Heading 2	
Size	10
Sort	Ascending
Format	Text
Display	Yes
Filtered	No
Expression	"REST-ID"
Constant	n/a

Report Setup - Column 2 (Net Sales)

Field	Setup Information
Heading 1	Net
Heading 2	Sales
Size	10
Sort	<None>
Format	Currency (Avg. Total)
Display	Yes
Filtered	No
Expression	"Net Sales"
Constant	n/a

Report Setup - Column 3 (Open Discount)

Field	Setup Information
Heading 1	Open
Heading 2	Discount
Size	10
Sort	<None>

Format	Currency (Avg. Total)
Display	Yes
Filtered	No
Expression	"DISC$2:Open Discount "
Constant	n/a

Report Setup - Column 4 (Employee Meal)

Field	Setup Information
Heading 1	Employee
Heading 2	Meal
Size	10
Sort	<None>
Format	Currency (Avg. Total)
Display	Yes
Filtered	No
Expression	"DISC$3:Crew 50%"
Constant	n/a

Report Setup - Column 5 (Manager Meals)

Field	Setup Information
Heading 1	Manager
Heading 2	Meals
Size	10
Sort	<None>
Format	Currency (Avg. Total)
Display	Yes
Filtered	No
Expression	"DISC$4:Manager's Meals"
Constant	n/a

Report Setup - Column 6 (Senior Discount)

Field	Setup Information
Heading 1	Senior
Heading 2	Discount

Size	10
Sort	<None>
Format	Currency (Avg. Total)
Display	Yes
Filtered	No
Expression	"DISC$8:Senior Discount"
Constant	n/a

Report Setup - Column 7 (Total Discount $)

Field	Setup Information
Heading 1	Total
Heading 2	Discount $
Size	10
Sort	<None>
Format	Currency (Avg. Total)
Display	Yes
Filtered	No
Expression	"Column3" + "Column4" + "Column5" + "Column6"
Constant	n/a

Report Setup - Column 8 (Discount Percentage)

Field	Setup Information
Heading 1	Discount
Heading 2	Percentage
Size	10
Sort	<None>
Format	Currency (Avg. Breaks)
Display	Yes
Filtered	No
Expression	"Column7" / "Column2" * 100.00
Constant	100

Report Setup - Column 9 (Highest Sales Rank)

Field	Setup Information

Heading 1	Highest
Heading 2	Sales Rank
Size	10
Sort	<None>
Format	Integer
Display	Yes
Filtered	No
Expression	"RankTotal2"
Constant	n/a

Report Setup - Column 10 (Highest Disc Rank)

Field	**Setup Information**
Heading 1	Highest
Heading 2	Disc Rank
Size	10
Sort	<None>
Format	Integer
Display	Yes
Filtered	No
Expression	"RankTotal8"
Constant	n/a

Report Format Options

Field	**Option**
File Format	Text
Totals by Date	Not Selected
Type	None

[TOP]

3.3.3.1.2.9 Gift Card Report

Purpose

The Sample Gift Card Report, shown below, is designed to display the Store ID, Net Sales, Gift Card Sales, Gift Card % of Sales, Gift Card Payments and Gift Card Sales minus Gift Card Payments.

Figure 3.4.23 Sample Gift Card Report

```
Focus Corp
        Gift Card Report for 10/1/200x-10/31/200x at 11/28/200x 12:57:58 PM Page 1

  Store ID  |  Net Sales |  Gift Card |  Gift Card |  Gift Card |    Gift Card     |
            |            |    Sales   | % of Sales |  Payments  |(Sales - Payments)|
=============================================================================================
 001        |   41852.39 |     761.00 |       1.82 |     996.39 |          -235.39 |
 002        |   39572.76 |     130.00 |       0.33 |     601.78 |          -471.78 |
 003        |   28668.72 |      70.00 |       0.24 |     246.84 |          -176.84 |
 004        |   71852.37 |     271.00 |       0.38 |     286.06 |           -15.06 |
---------------------------------------------------------------------------------------------
 Totals     |   45486.56 |     308.00 |       0.69 |     532.77 |          -224.77 |
=============================================================================================
```

Figure 3.4.24 Sample Gift Card Report Fields

Field	Description
Store ID	**Column 1** Displays the Restaurant ID established in Setup > Restaurants > ID.
Net Sales	**Column 2** Displays the Net Sales amount for the restaurant for the selected date range.
Gift Card Sales	**Column 3** Displays the Gift Card Sales amount for the restaurant for the selected date range.
Gift Card % of Sales	**Column 4** Displays the Gift Card % of Sales amount for the restaurant for the selected date range.
Gift Card Payments	**Column 5** Displays the Gift Card amount redeemed for the restaurant for the selected date range.
Gift Card (Sales – Payments)	**Column 6** Displays the Gift Card Sales minus Gift Card Payments amount for the restaurant for the selected date ran
Total	**Net Sales** — **Column 2** Displays the corporate average Net Sales amount. **Gift Card Sales** — **Column 3** Displays the corporate average Gift Card Sales amount. **Gift Card % of Sales** — **Column 4** Displays the corporate average Gift Card % of Sales amount. **Gift Card Payments** — **Column 5** Displays the corporate average Gift Card Payments amount.

	Gift Card (Sales – Payments)	**Column 6** Displays the corporate average Gift Card Sales minus Gift Card Payme

Report Setup - Column 1 (Store ID)

Field	Setup Information
Heading 1	Store ID
Heading 2	
Size	10
Sort	Ascending
Format	Text
Display	Yes
Filtered	No
Expression	"REST-ID"
Constant	n/a

Report Setup - Column 2 (Net Sales)

Field	Setup Information
Heading 1	Net
Heading 2	Sales
Size	10
Sort	<None>
Format	Currency (Avg. Total)
Display	Yes
Filtered	No
Expression	"Net Sales"
Constant	n/a

Report Setup - Column 3 (Gift Card Sales)

Field	Setup Information
Heading 1	Gift Card
Heading 2	Sales
Size	10
Sort	<None>

Format	Currency (Avg. Total)
Display	Yes
Filtered	No
Expression	"Gift Cards "
Constant	n/a

Report Setup - Column 4 (Gift Card % of Sales)

Field	Setup Information
Heading 1	Gift Card
Heading 2	% of Sales
Size	10
Sort	<None>
Format	% (Average Breaks)
Display	Yes
Filtered	No
Expression	"Column3" / "Column2"
Constant	n/a

Report Setup - Column 5 (Gift Card Payments)

Field	Setup Information
Heading 1	Gift Card
Heading 2	Payments
Size	10
Sort	<None>
Format	Currency (Avg. Total)
Display	Yes
Filtered	No
Expression	"PAYMENT$7:Gift Card"
Constant	n/a

Report Setup - Column 6 (Gift Card (Sales – Payments))

Field	Setup Information
Heading 1	Gift Card
Heading 2	(Sales – Payments)

Size	10
Sort	<None>
Format	Currency (Avg. Total)
Display	Yes
Filtered	No
Expression	"Column3" – "Column5"
Constant	n/a

Report Format Options

Field	Option
File Format	Text
Totals by Date	Not Selected
Type	None

[TOP]

3.3.3.1.2.10 Report Group Percentage Report

Purpose
The Sample Report Group % Report, shown below, is designed to display the Store ID, Net Sales, Food Sales, Food Sales %, Liquor Sales, Liquor Sales %, Beer Sales and Beer Sales %.

Figure 3.4.25 Sample Report Group % Report

```
Focus POS Corp
             Report Group % Report for 3/1/200x-3/31/200x at 11/28/200x 1:41:32 PM Page 1

  Store ID  |  Net Sales |    Food    |   Food %   |   Liquor   |  Liquor %  |    Beer    |   Beer %   |
            |            |    Sales   |            |    Sales   |            |    Sales   |            |
=============================================================================================================
 01         |   72867.89 |   42684.80 |      58.58 |   20339.22 |      27.91 |    9843.87 |      13.51 |
 02         |   71617.15 |   43864.16 |      61.25 |   19829.68 |      27.69 |    7923.31 |      11.06 |
 04         |   76227.18 |   45533.34 |      59.73 |   21166.10 |      27.77 |    9527.74 |      12.50 |
 03         |   74348.75 |   44719.67 |      60.15 |   20559.95 |      27.65 |    9069.13 |      12.20 |
-------------------------------------------------------------------------------------------------------------
 Totals     |   73765.24 |   44200.49 |      59.93 |   20473.74 |      27.76 |    9091.01 |      12.32 |
=============================================================================================================
```

Figure 3.4.26 Sample Report Group % Report Fields

Field	Description
Store ID	**Column 1**

	Displays the Restaurant ID established in Setup > Restaurants > ID.
Net Sales	**Column 2** Displays the Net Sales amount for the restaurant for the selected date range.
Food Sales	**Column 3** Displays the Food Sales amount for the restaurant for the selected date range.
Food %	**Column 4** Calculates the percentage of Food Sales to Net Sales for the selected date range.
Liquor Sales	**Column 5** Displays the Liquor Sales amount for the restaurant for the selected date range.
Liquor %	**Column 6** Calculates the percentage of Liquor Sales to Net Sales for the selected date range.
Beer Sales	**Column 7** Displays the Beer Sales amount for the restaurant for the selected date range.
Beer %	**Column 8** Calculates the percentage of Beer Sales to Net Sales for the selected date range.
Total	

Net Sales	**Column 2** Displays the corporate average Net Sales amount.
Food Sales	**Column 3** Displays the corporate average Food Sales amount.
Food %	**Column 4** Displays the corporate average Food Sales to Net Sales percentage.
Liquor Sales	**Column 5** Displays the corporate average Liquor Sales amount.
Liquor %	**Column 6** Displays the corporate average Liquor Sales to Net Sales percentage.
Beer Sales	**Column 7** Displays the corporate average Beer Sales amount.
Beer %	**Column 8** Displays the corporate average Beer Sales to Net Sales percentage.

Report Setup - Column 1 (Store ID)

Field	Setup Information
Heading 1	Store ID
Heading 2	
Size	10
Sort	Ascending
Format	Text
Display	Yes
Filtered	No
Expression	"REST-ID"
Constant	n/a

Report Setup - Column 2 (Net Sales)

Field	Setup Information
Heading 1	Net
Heading 2	Sales
Size	10
Sort	<None>
Format	Currency (Avg. Total)
Display	Yes
Filtered	No
Expression	"Net Sales"
Constant	n/a

Report Setup - Column 3 (Food Sales)

Field	Setup Information
Heading 1	Food
Heading 2	Sales
Size	10
Sort	<None>
Format	Currency (Avg. Total)
Display	Yes
Filtered	No
Expression	"RG$1:Food"

Constant	n/a

Report Setup - Column 4 (Food %)

Field	Setup Information
Heading 1	Food %
Heading 2	
Size	10
Sort	<None>
Format	% (Average Breaks)
Display	Yes
Filtered	No
Expression	"Column3" / "Column2"
Constant	n/a

Report Setup - Column 5 (Liquor Sales)

Field	Setup Information
Heading 1	Liquor
Heading 2	Sales
Size	10
Sort	<None>
Format	Currency (Avg. Total)
Display	Yes
Filtered	No
Expression	"RG$1:Liquor"
Constant	n/a

Report Setup - Column 6 (Liquor %)

Field	Setup Information
Heading 1	Liquor %
Heading 2	
Size	10
Sort	<None>
Format	% (Average Breaks)
Display	Yes

Filtered	No
Expression	"Column5" / "Column2
Constant	n/a

Report Setup - Column 7 (Beer Sales)

Field	Setup Information
Heading 1	Beer
Heading 2	Sales
Size	10
Sort	<None>
Format	Currency (Avg. Total)
Display	Yes
Filtered	No
Expression	"RG$1:Beer"
Constant	n/a

Report Setup - Column 8 (Beer %)

Field	Setup Information
Heading 1	Beer %
Heading 2	
Size	10
Sort	<None>
Format	% (Average Breaks)
Display	Yes
Filtered	No
Expression	"Column7" / "Column2"
Constant	n/a

Report Format Options

Field	Option
File Format	Text
Totals by Date	Not Selected
Type	None

[TOP]

3.3.3.1.2.11 Order Type Percentage Report

Purpose
The Sample Order Type % Report, shown below, is designed to display the Store ID, Net Sales, Dine In Sales, Dine In %, ToGo Sales, ToGo %, Drive Thru Sales and Drive Thru %.

Figure 3.4.27 Sample Order Type % Report

Focus POS Corp
Order Type % Report for 3/1/200x-3/31/200x at 11/28/200x 2:05:35 PM Page 1

Store ID	Net Sales	Dine In Sales	Dine In %	ToGo Sales	ToGo %	Drive Thru Sales	Drive Thru %
01	76204.46	18996.65	24.93	19143.65	25.12	39399.07	51.70
02	74308.67	14375.10	19.35	19984.55	26.89	41306.59	55.59
04	79554.81	18427.90	23.16	20538.07	25.82	41975.68	52.76
03	77382.89	16719.59	21.61	20439.13	26.41	41683.94	53.87
Totals	76862.71	17129.81	22.26	20026.35	26.06	41091.32	53.48

Figure 3.4.28 Sample Order Type % Report Fields

Field	Description
Store ID	**Column 1** Displays the Restaurant ID established in Setup > Restaurants > ID.
Net Sales	**Column 2** Displays the Net Sales amount for the restaurant for the selected date range.
Dine In Sales	**Column 3** Displays the Dine In Sales amount for the restaurant for the selected date range.
Dine In %	**Column 4** Calculates the percentage of Dine In Sales to Net Sales for the selected date range.
ToGo Sales	**Column 5** Displays the ToGo Sales amount for the restaurant for the selected date range.
ToGo %	**Column 6** Calculates the percentage of ToGo Sales to Net Sales for the selected date range.
Drive Thru Sales	**Column 7** Displays the Drive Thru Sales amount for the restaurant for the selected date range.

Drive Thru %	**Column 8** Calculates the percentage of Drive Thru Sales to Net Sales for the selected date range.
Total	**Net Sales** — **Column 2** Displays the corporate average Net Sales amount. **Dine In Sales** — **Column 3** Displays the corporate average Dine In amount. **Dine In %** — **Column 4** Displays the corporate average Dine In Sales to Net Sales percentage. **ToGo Sales** — **Column 5** Displays the corporate average ToGo Sales amount. **ToGo %** — **Column 6** Displays the corporate average ToGo Sales to Net Sales percentage. **Drive Thru Sales** — **Column 7** Displays the corporate average Drive Thru Sales amount. **Drive Thru %** — **Column 8** Displays the corporate average Drive Thru Sales to Net Sales percenta

Report Setup - Column 1 (Store ID)

Field	Setup Information
Heading 1	Store ID
Heading 2	
Size	10
Sort	Ascending
Format	Text
Display	Yes
Filtered	No
Expression	"REST-ID"
Constant	n/a

Report Setup - Column 2 (Net Sales)

Field	Setup Information
Heading 1	Net
Heading 2	Sales

Size	10
Sort	<None>
Format	Currency (Avg. Total)
Display	Yes
Filtered	No
Expression	"Net Sales"
Constant	n/a

Report Setup - Column 3 (Dine In Sales)

Field	Setup Information
Heading 1	Dine In
Heading 2	Sales
Size	10
Sort	<None>
Format	Currency (Avg. Total)
Display	Yes
Filtered	No
Expression	"OT$1:Dine In"
Constant	n/a

Report Setup - Column 4 (Dine In %)

Field	Setup Information
Heading 1	Dine In
Heading 2	%
Size	10
Sort	<None>
Format	% (Average Breaks)
Display	Yes
Filtered	No
Expression	"Column3" / "Column2"
Constant	n/a

Report Setup - Column 5 (ToGo Sales)

Field	Setup Information

Heading 1	ToGo
Heading 2	Sales
Size	10
Sort	<None>
Format	Currency (Avg. Total)
Display	Yes
Filtered	No
Expression	"OT$2:ToGo "
Constant	n/a

Report Setup - Column 6 (ToGo %)

Field	**Setup Information**
Heading 1	Togo
Heading 2	%
Size	10
Sort	<None>
Format	% (Average Breaks)
Display	Yes
Filtered	No
Expression	"Column5" / "Column2
Constant	n/a

Report Setup - Column 7 (Drive Thru Sales)

Field	**Setup Information**
Heading 1	Drive Thru
Heading 2	Sales
Size	10
Sort	<None>
Format	Currency (Avg. Total)
Display	Yes
Filtered	No
Expression	"OT$3:Drive Thru "
Constant	n/a

Report Setup - Column 8 (Drive Thru %)

Field	Setup Information
Heading 1	Drive Thru
Heading 2	%
Size	10
Sort	<None>
Format	% (Average Breaks)
Display	Yes
Filtered	No
Expression	"Column7" / "Column2"
Constant	n/a

Report Format Options

Field	Option
File Format	Text
Totals by Date	Not Selected
Type	None

[TOP]

3.3.3.1.3 Item Reports

Purpose
The Item Report is used to configure Reports to display Item Based sales information based on Lists, Report Groups, Filters etc.

Sample Item Reports are listed below.

Figure 3.4.29 List of Sample Item Reports

Report Type	Name	Description
Item	Best Selling Item Corporate Wide	Displays the number of Menu Items and the sales amount of the selected Report Group.
Item	Item to Report Group Percentage Report	Displays the percentage individual Menu Items to Report Group Sales.

[TOP]

3.3.3.1.3.1 Best Selling Item Corporate Wide

Purpose
The Sample Best Selling Chicken Report, shown below, is designed to display the Item Name, Units Sold and Item Sales for items in the Chicken Report Group. **Note:** The 'Consolidate Items' option is selected for this report. This option adds the selected restaurants items and displays like items on one line.

Figure 3.4.30 Sample Best Selling Chicken Report

Focus POS Corp
Best Selling Chicken for 3/1/200X-3/31/200X at 10/24/200X 1:18:08 AM Page 1

Item Name	Units	Item Sales
2PC COMBO	4477	8998.77
3PC COMBO	3790	11407.90
2PC DARK $0.89	3332	2965.48
2PC DINNER	2856	8567.70
BISCUIT	2779	1637.25
Popcorn Basket Combo	2103	5278.53
3PC STRIP COMBO	1779	5348.79
3PC DINNER	1598	6392.00
8PC COMBO	1303	13422.43
2PC SNACK $1.99	1267	2519.37
3 WING FLING	1106	3994.52
4/BISCUITS	1077	1820.13
2PC DARK	984	1968.00
12PC COMBO	912	13242.24
5PC strip combo	855	3489.66
Breast	847	1854.93
8PC BOX Dark	819	4905.81
Chick Sand Combo	816	1564.55
4PC Combo	778	3392.98
11pc 10.99	761	8308.39
2PC DARK COMBO	722	483.74
Leg	712	1060.88
10PC DARK COMBO	555	4050.05
5PC COMBO	545	997.35
16PC COMBO	519	9348.69
Popcorn Basket	474	1469.40
Catfish Combo	410	1606.30
5PC DARK COMBO	406	1140.86
Chicken Sandwich	362	1082.38
CHICK ETOUFEE COMBO	325	764.81
4PC Dinner	324	1792.70
14PC COMBO	323	1882.69
Popcorn Chicken Comb	319	619.99
2PC SNACK	301	749.49
Wing	259	385.91
20PC DARK SPECIAL	246	3432.54
SHRIMP CRAVER	246	637.14
12PC 6BIS COUPON	226	1265.60
Thigh	226	336.74
8PC BOX	210	2255.92
8PC $5.99	193	1156.07
11PC $10.99	192	2100.08
5PC STRIP	185	1015.65
CHICK ETOUFEE	183	547.17
Catfish Piece	152	180.88
Popcorn Chicken Crav	139	364.61
2PC STRIP	133	279.30
KIDS STRIP MEAL	127	342.90
16PC COMBO $17.99	113	828.42
KIDS LEG MEAL	112	302.40
8PC $ 6.99	110	768.90
Catfish Basket	108	486.00
12/BISCUITS	104	622.96
12PC BOX	102	1528.98

16PC BOX	74	1427.46
1 STRIP	71	84.49
20PC COMBO	69	1273.26
5PC DARK	59	229.41
3 PC L,T,W	55	161.95
5PC BOX	50	203.51
20PC BOX	46	1011.54
2PC PLATTER	35	70.35
9 pc box	33	259.67
10PC COMBO	32	263.24
8 strip combo	30	306.30
3PC PLATTER	28	87.08
11PC COMBO	26	259.15
10PC DARK SPECIAL	26	179.74
SM CHICK ETOUFEE	26	38.74
10 pc mix $7.99	21	167.79
1OPC MIX	20	198.80
3 WING COMBO	20	38.20
8pc strips	18	188.82
12 strip combo	18	261.36
16 strip combo	18	309.12
10PC STRIP	16	167.84
12 pc strips	14	188.86
1-STRIP	12	14.28
16pc strips	10	192.90
3 PC L,T,W	10	29.90
2PC STRIP COMBO	9	17.19
8PC $7.99	5	34.95
Totals	44753	164632.83

Figure 3.4.31 Sample Best Selling Chicken Report Fields

Field	Description
Item Name	**Column 1** Displays the Menu Item Name. **Note:** A List is defined in the Filters Menu so the report displays only the items within the Filter.
Units	**Column 2** Displays the number of Units sold for the selected date range.
Net Sales	**Column 3** Displays the Net Sales for the selected date range.
Totals	**Units** — **Column 2** Displays the Total number of Units sold for all stores. **Net Sales** — **Column 3** Displays the Total Net Sales for all stores.

Report Setup - Column 1 (Item Name)

Field	Setup Information
Heading 1	Item Name
Heading 2	

Size	20
Sort	<None>
Format	Text
Display	Yes
Filtered	No
Expression	"ITEM-NAME"
Constant	n/a

Report Setup - Column 2 (Units)

Field	Setup Information
Heading 1	Units
Heading 2	
Size	10
Sort	Descending
Format	Integer
Display	Yes
Filtered	No
Expression	"ITEM TOTAL UNITS"
Constant	n/a

Report Setup - Column 3 (Item Sales)

Field	Setup Information
Heading 1	Item Sales
Heading 2	
Size	10
Sort	<None>
Format	Currency
Display	Yes
Filtered	No
Expression	"ITEM TOTAL SALES"
Constant	n/a

Report Format Options

Field	Option

File Format	Text
Totals by Date	Not Selected
Consolidate Items	Selected
Include Zero Price Items	Not Selected

Report Filters Options

Field	Option
Date	Previous Week
Filter	**List** → **List (Items)**: Chicken **Chicken List Setup** **Name**: Chicken. **Type**: Report Groups (Items from th Report Group will be used). **Item**: CHICKEN (The name of the R Group).
Report Filter	Restaurants

[TOP]

3.3.3.1.3.2 Item to Report Group Percentage Report

Purpose
The Sample Item Percentage Report, shown below, is designed to display the Report Group, Item Name, Number Sold, Item Sales and % of Report Group Sales.

Figure 3.4.32 Sample Item Percentage Report

```
Focus POS Corp
         Item Percentage Report for 3/1/200x-3/10/200x at 11/26/200x 3:24:34 PM Page 1

   Report Group  |              Item              |   Number   |    Item    |   % of
Report   |
                 |              Name              |    Sold    |    Sales   |   Group
Sales   |
================================================================================================
======
 BEVERAGES       | Medium  Drink                  |    5274.00 |    8372.92 |
88.78 |
                 | Large  Drink                   |     408.00 |     730.32 |
7.74 |
                 | Small  Drink                   |     331.00 |     327.69 |
3.47 |
 Totals          |                                |    6013.00 |    9430.93 |
|
                 |                                |            |            |
|
 CHICKEN         | 12PC COMBO                     |     239.00 |    3470.28 |
7.52 |
```

	8PC COMBO	332.00	3419.92	7.41
	3PC COMBO	992.00	2985.92	6.47
	16PC COMBO	141.00	2444.94	5.30
	2PC COMBO	1173.00	2357.73	5.11
	2PC DINNER	726.00	2178.00	4.72
	3PC DINNER	418.00	1672.00	3.62
	11pc 10.99	149.00	1614.51	3.50
	4/BISCUITS	943.00	1593.67	3.45
	11PC $10.99	136.00	1484.64	3.22
	Popcorn Basket Combo	514.00	1290.14	2.80
	3PC STRIP COMBO	425.00	1273.25	2.76
	8PC BOX Dark	207.00	1239.93	2.69
	10PC DARK COMBO	148.00	1074.88	2.33
	5PC strip combo	244.00	1031.79	2.24
	3 WING FLING	266.00	903.10	1.96
	4PC Combo	210.00	894.10	1.94
	BISCUIT	1499.00	882.05	1.91
	20PC DARK SPECIAL	63.00	881.37	1.91
	2PC DARK $0.89	845.00	752.05	1.63
	8PC BOX	53.00	564.47	1.22
	2PC DARK	278.00	556.00	1.21
	4PC Dinner	97.00	543.20	1.18
	Breast	229.00	501.51	1.09
	2PC SNACK $1.99	247.00	491.53	1.07
	Popcorn Basket	151.00	468.10	1.01
	8PC $5.99	68.00	407.32	0.88
	Chick Sand Combo	205.00	397.15	0.86
	Catfish Combo	100.00	393.40	0.85
	14PC COMBO	67.00	390.31	0.85
	12PC 6BIS COUPON	68.00	380.80	0.83
	Chicken Sandwich	101.00	301.99	0.65
	5PC STRIP	55.00	301.95	0.65
	20PC COMBO	16.00	290.64	0.63
	Leg	194.00	289.06	0.63
	5PC COMBO	150.00	274.50	0.59
	5PC DARK COMBO	89.00	250.09	

0.54	12/BISCUITS	40.00	231.60	
0.50	Popcorn Chicken Combo	111.00	219.51	
0.48	12PC BOX	14.00	209.86	
0.45	16PC BOX	10.00	192.90	
0.42	CHICK ETOUFEE COMBO	80.00	183.67	
0.40	CHICK ETOUFEE	61.00	182.39	
0.40	2PC SNACK	67.00	166.83	
0.36	SHRIMP CRAVER	58.00	150.22	
0.33	8PC $ 6.99	19.00	132.81	
0.29	16PC COMBO $17.99	18.00	132.12	
0.29	20PC BOX	6.00	131.94	
0.29	8 strip combo	13.00	131.03	
0.28	Popcorn Chicken Craver	52.00	121.48	
0.26	2PC DARK COMBO	175.00	117.25	
0.25	KIDS LEG MEAL	41.00	110.70	
0.24	10PC COMBO	11.00	90.53	
0.20	1OPC MIX	9.00	89.91	
0.19	8pc strips	9.00	89.91	
0.19	10PC STRIP	8.00	83.92	
0.18	Thigh	55.00	81.95	
0.18	KIDS STRIP MEAL	30.00	81.00	
0.18	Wing	54.00	80.46	
0.17	5PC BOX	18.00	71.36	
0.15	2PC STRIP	33.00	69.30	
0.15	Catfish Piece	57.00	67.83	
0.15	3 PC L,T,W	22.00	65.78	
0.14	Catfish Basket	14.00	63.00	
0.14	16 strip combo	3.00	49.02	
0.11	11PC COMBO	6.00	48.75	
0.11	5PC DARK	13.00	45.87	
0.10	10 pc mix $7.99	4.00	31.96	
0.07	12 pc strips	2.00	26.98	
0.06	SM CHICK ETOUFEE	18.00	26.82	
0.06	3PC PLATTER	7.00	21.77	
0.05	3 WING COMBO	11.00	21.01	
0.05				

	1 STRIP	17.00	20.23	0.04
	3 PC L,T,W	6.00	17.94	0.04
	10PC DARK SPECIAL	2.00	13.98	0.03
	8PC $7.99	2.00	13.98	0.03
	1-STRIP	11.00	13.09	0.03
	2PC PLATTER	6.00	12.06	0.03
	2PC STRIP COMBO	4.00	7.64	0.02
Totals		13035.00	43966.65	
CONDIMENTS	*** BREAST UP CG	106.00	115.54	62.95
	Bottled Water	32.00	41.28	22.49
	Breast Upcharge	22.00	23.98	13.06
	Gravy	11.00	2.75	1.50
Totals		171.00	183.55	
DESSERTS	Cinn Apple	492.00	241.08	59.55
	Cheese Cake	60.00	95.40	23.56
	Miss Mud Pie	43.00	68.37	16.89
Totals		595.00	404.85	
MISC	MISC	56.00	85.44	100.00
SHRIMP	BUTTERFLY COMBO	611.00	1778.01	55.57
	BUTTERFLY BASKET	402.00	1375.59	42.99
	BUTTERFLY SAMPLER	14.00	46.20	1.44
Totals		1027.00	3199.80	
SIDE ORDERS	Small Red Beans	2589.00	3849.73	17.92
	Small MashPot	2187.00	3258.63	15.17
	Small Fry	1930.00	2875.70	13.39
	Large Red Beans	944.00	2822.56	13.14
	Large Mash Potato	913.00	2729.87	12.71
	6/BISCUITS	557.00	2171.93	10.11
	Small CajunRice	987.00	1470.63	6.85
	Small Slaw	928.00	1379.74	6.42
	Large CajunRice	342.00	1022.58	4.76
	Large Slaw	273.00	816.27	

```
3.80 |
                | Large  Fry                      |     331.00 |     658.69 |
3.07 |
                | Corn                            |     167.00 |     248.83 |
1.16 |
                | ExLrg  Fry                      |      47.00 |     140.53 |
0.65 |
                | 6 peppers                       |     124.00 |     124.00 |
0.58 |
                | JALAPENO                        |     307.00 |      76.75 |
0.36 |
                | Extra  Sauce                    |      25.00 |       3.75 |
0.02 |
 Totals         |                                 |   12651.00 |   23650.19 |
|
                |                                 |            |            |
|
 TENDERLOIN     | 3PC STRIP DINNER                |      73.00 |     292.00 |
100.00 |
-------------------------------------------------------------------------------------------
------
 Totals         |                                 |   33621.00 |   81213.41 |
|
===========================================================================================
======
```

Figure 3.4.33 Sample Item Percentage Report Fields

Field	Description
Report Group	**Column 1** Displays the Report Group for the Menu Item.
Item Name	**Column 2** Displays the Menu Item Name.
Number Sold	**Column 3** Displays the number of Menu Items units sold.
Item Sales	**Column 4** Displays the Menu Items dollar amount sold.
% of Report Group Sales	**Column 6** Calculates the Menu Items to Report Group Sales percentage.
Totals	**Number Sold** — **Column 3** Displays the Total number of Units sold for all stores. **Item Sales** — **Column 4** Displays the Total Item Sales for all stores.

Report Setup - Column 1 (Report Group)

Field	Setup Information
Heading 1	Report Group

Heading 2	
Size	15
Sort	Ascending
Format	Text
Display	Yes
Filtered	Yes **Filter Options** **Field** / **Option** **Totals on Break** / Totals on Break
Expression	"ITEM-RG"
Constant	n/a

Report Setup - Column 2 (Item Name)

Field	Setup Information
Heading 1	Item
Heading 2	Name
Size	30
Sort	<None>
Format	Text
Display	Yes
Filtered	No
Expression	"ITEM-NAME"
Constant	n/a

Report Setup - Column 3 (Number Sold)

Field	Setup Information
Heading 1	Number
Heading 2	Sold
Size	10
Sort	<None>
Format	Currency
Display	Yes

Filtered	No
Expression	"ITEM TOTAL UNITS"
Constant	n/a

Report Setup - Column 4 (Item Sales)

Field	Setup Information
Heading 1	Item
Heading 2	Sales
Size	10
Sort	Descending
Format	Currency
Display	Yes
Filtered	No
Expression	"ITEM TOTAL SALES"
Constant	n/a

Report Setup - Column 5 (Calc)

Field	Setup Information
Heading 1	% of Report
Heading 2	Group Sales
Size	15
Sort	<None>
Format	Currency
Display	No
Filtered	No
Expression	"ITEM RG SALES"
Constant	n/a

Report Setup - Column 6 (% of Report Group Sales)

Field	Setup Information
Heading 1	% of Report
Heading 2	Group Sales
Size	15
Sort	<None>

Format	% (Total Breaks)
Display	Yes
Filtered	Yes **Filter Options** **Field** / **Option** **TotalsStopColumn** / 2
Expression	"Column4" / "Column5"
Constant	n/a

Report Format Options

Field	Option
File Format	Text
Totals by Date	Not Selected
Consolidate Items	Selected
Include Zero Price Items	Not Selected

Report Filters Options

Field	Option
Date	Previous Week
Filter	<None>
Report Filter	Restaurants

[TOP]

3.3.3.1.4 Polling Reports

Purpose
The Polling Report is used to display a list of selected Restaurants that have not polled or do not have sales data for the specified date range.

Sample Polling Reports are listed below.

Figure 3.4.34 List of Sample Reports

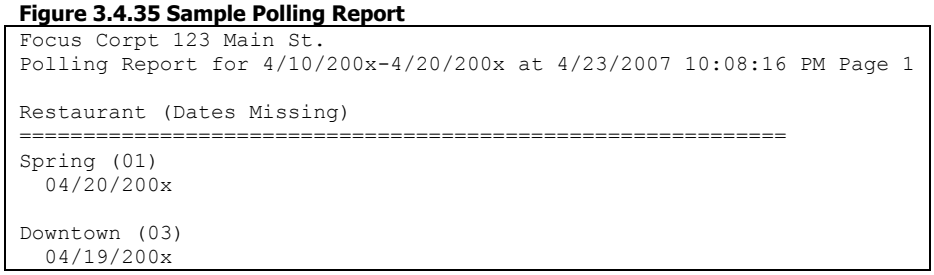
Report Type	Name	Description
Polling	Polling Report	Displays the stores that have not polled or have zero sales for the selected date

[TOP]

3.3.3.1.4.1 Polling Report

Purpose
A Sample Polling Report (Polling Report) and configuration is shown below.

Figure 3.4.35 Sample Polling Report



```
Focus Corpt 123 Main St.
Polling Report for 4/10/200x-4/20/200x at 4/23/2007 10:08:16 PM Page 1

Restaurant (Dates Missing)
============================================================
Spring (01)
  04/20/200x

Downtown (03)
  04/19/200x
```

Figure 3.4.36 Sample Polling Report Fields

Field	Description
Restaurant	Displays the Restaurant Name and ID established in Setup > Restaurants > Name/ID.
(Dates Missing)	Displays the dates missing from the selected date range.

[TOP]

3.4 Setup

Purpose
The Setup Menu contains a variety of options for Focus Enterprise and is also used to establish and maintain Restaurants and Users.

Accessing the Setup Menu

While in Focus Enterprise, select Setup.

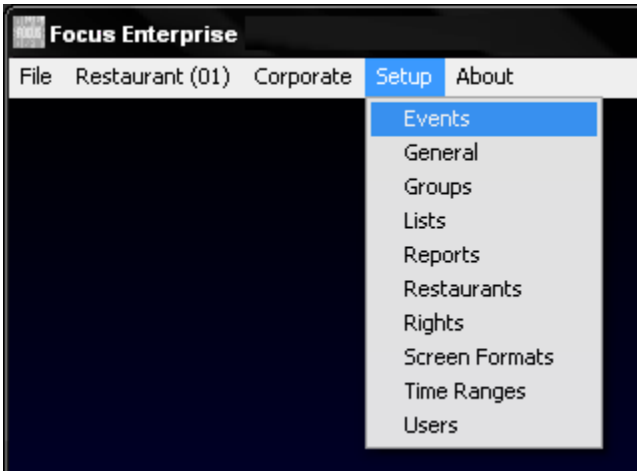


Figure 4.0 Setup Menu

Figure 4.0.1 Setup Menu Options

Option	Description
Events	Add and edit Events.
General	Used to configure general system-wide settings.
Groups	Add and edit Groups of restaurants.
Lists	Add and edit Lists.
Reports	Add and edit Reports.
Restaurants	Add and edit Restaurants.
Rights	Add and edit User Rights.
Screen Formats	Add and edit Screen Formats.
Time Ranges	Add and edit Time Ranges.
Users	Add and edit Users.

[TOP]

3.4.1 Events

Purpose
The Events Window is used to configure Events to automatically run selected reports.

Accessing the Events Window
While in Focus Enterprise, select Setup > Events.

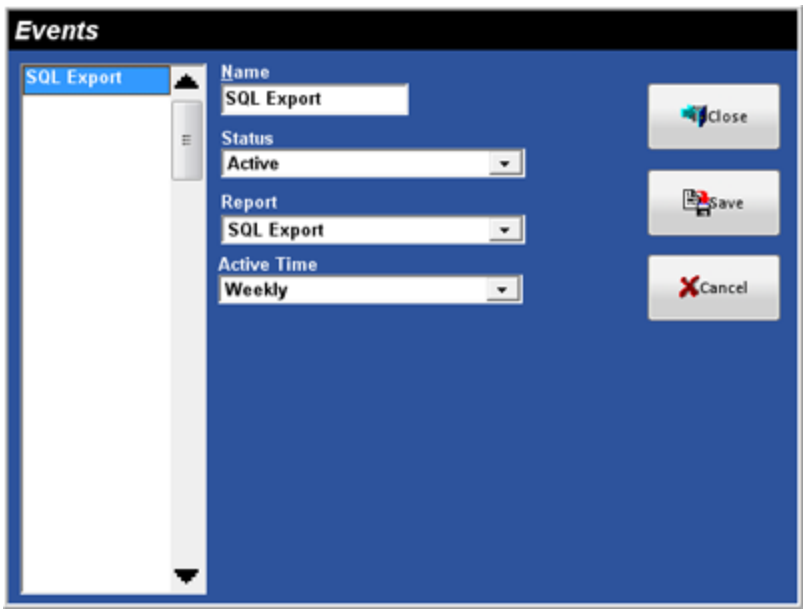


Figure 4.1 Events Window

Figure 4.11 Events Window Fields

Field	Description
Name	A name for the Event, up to 15 alphanumeric characters.
Status	**Active** — The Event is Active and will run at the Active Time. **Inactive** — The Event is Inactive and will not run.
Report	The Report that will be automatically ran.
Active Time	The Active Time determines when the Event will run (see also Time Ranges).

[TOP]

3.4.2 General

Purpose
The General Window is used to establish a variety of controls used throughout Focus Enterprise.

Accessing the General Window
While in Focus Enterprise, select Setup > General.

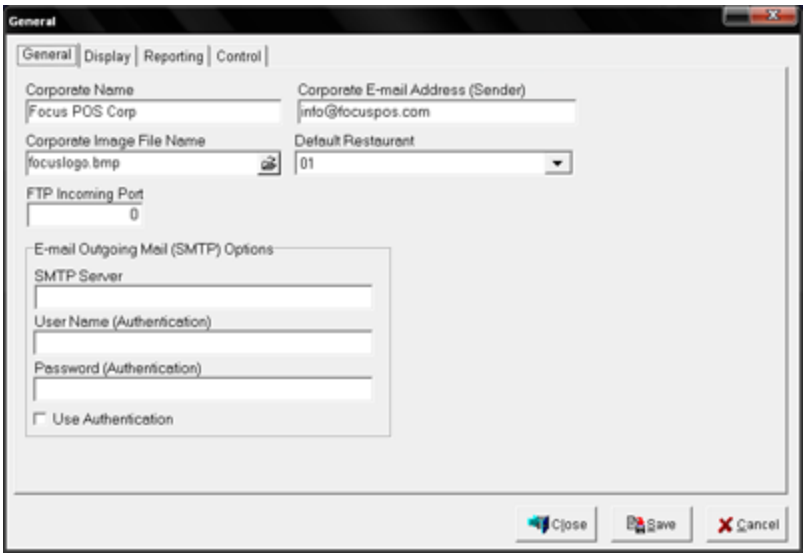


Figure 4.2 General Window

Figure 4.2.1 General Window Menus

Menu	Description
General	Used to configure the Corporate Name and E-mail settings.
Display	Used to configure Display settings.
Reporting	Used to configure Reporting settings.
Control	Used to configure Corporate Data Control.

[TOP]

3.4.2.1 General

Purpose
The General Window is used to establish the Corporate Name and E-mail settings.

Accessing the General Window
While in Focus Enterprise, select Setup > General.

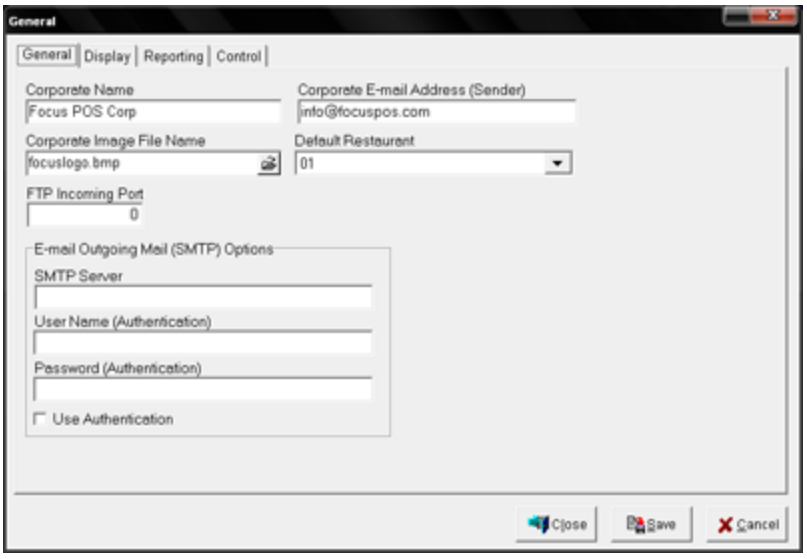


Figure 4.2.2 General Window

Figure 4.2.3 General Window Fields

Field	Description
Corporate Name	The name of the Corporation, up to 35 alphanumeric characters.
Corporate Image File Name	An image that represents the Corporation. The Corporate Image is displayed on the Corporate Window.
Corporate E-mail Address (Sender)	The E-mail address of the Corporation.
Default Restaurant	The Default Restaurant determines the configuration files used in the Restaurant Menu. The Default Restaurant is also used as the primary selection for Restaurant Reports.
E-mail Outgoing Mail (SMTP) Options	**SMTP Server** — The outgoing SMTP server used to send E-mails. **User Name (Authentication)** — The user name used to send E-mails if authentication is used. **Password (Authentication)** — The password used to send E-mails if authentication is used. **Use Authentication** — Select if authentication is needed to send E-mails.

[TOP]

3.4.2.2 Display

Purpose
The Display Window is used to select the Background Image, Selection and Command Screen Formats.

Accessing the Display Window
While in Focus Enterprise, select Setup > General > Display.

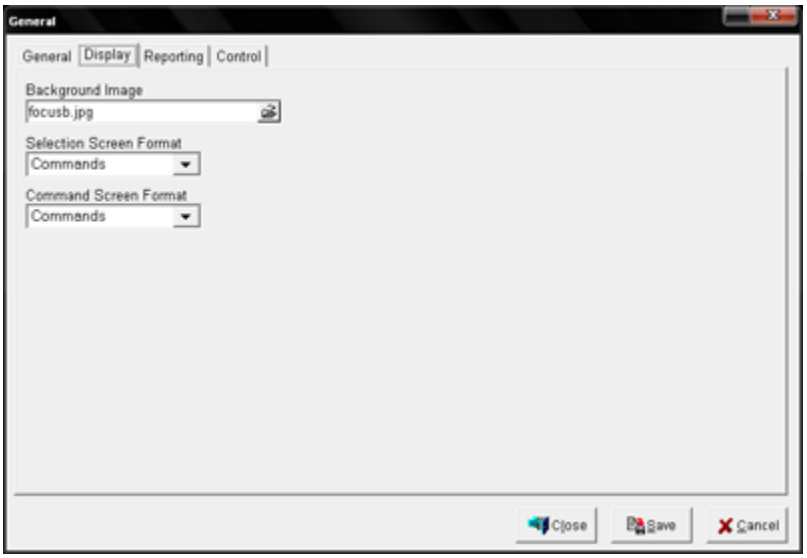


Figure 4.2.4 Display Window

Figure 4.2.5 Display Window Fields

Field	Description
Background Image	The Background Image that is displayed on the background of windows.
Selection Screen Format	The Screen Format used for buttons displayed on fixed windows where the user must make a choice (i.e. Report Window Buttons).
Command Screen Format	The Screen Format used for command buttons (i.e., Save and Close).

[TOP]

3.4.2.3 Reporting

Purpose
The Reporting Window is used to set the starting day of the week, Event and E-mail Station, printing features and Report Field Names.

Accessing the Reporting Window
While in Focus Enterprise, select Setup > General > Reporting.

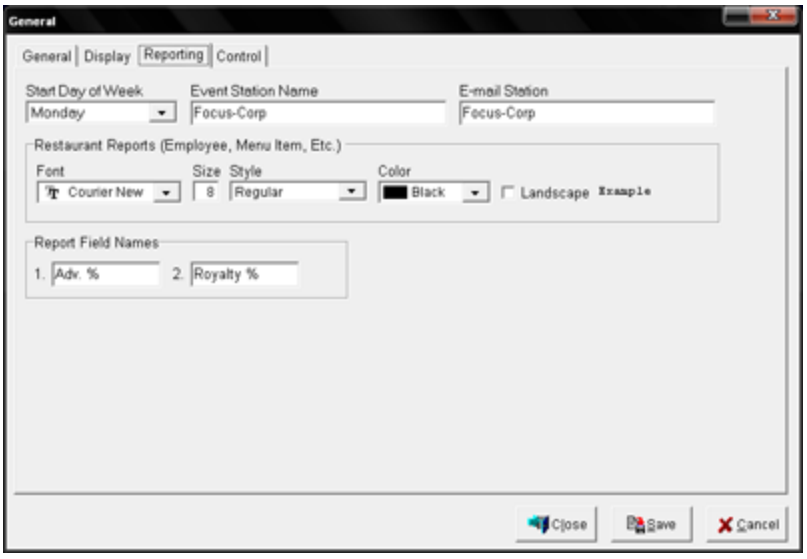


Figure 4.2.6 Reporting Window

Figure 4.2.7 Reporting Window

Field	Description
Start Day of Week	The starting day of the week.
Event Station Name	The Windows computer name for the Event Station.
E-mail Station	The Windows computer name for the E-mail Station.
Restaurant Reports (Employee, Menu Item, Etc.)	**Font** — The Font used for Restaurant Reports. **Size** — The Font Size used for Restaurant Reports. **Style** — A Windows Font Style: Regular, Bold, Italic, Bold/Italic, Underline, Bold/Underline, Italic/Underline or Bold/Italic/Underline. **Color** — The Font Color for Restaurant Reports. **Landscape** — The Restaurant Report will be printed in the Landscape orientation.
Report Field Names	**1.** A name for the user-defined Report Field, up to 10 alphanumeric characters. **Example:** Adv. % **2.** A name for the user-defined Report Field, up to 10 alphanumeric characters. **Example:** Royalty %

[TOP]

3.4.2.4 Control

Purpose

The Control Window is used to manage the configuration files to determine if they can be modified at the store level (Local), the corporate level (Corporate), or both (Corporate/Local).

Accessing the Control Window
While in Focus Enterprise, select Setup > General > Control.

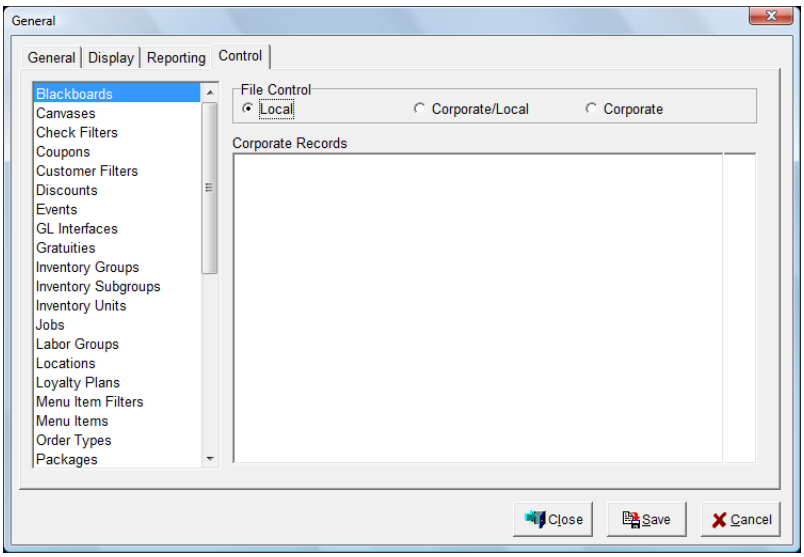


Figure 4.2.8 Local Control Window

Figure 4.2.9 Local Control Window

File Control	Description
Local	The entire configuration file can be changed at the store level.
Corporate/Local	Used to specify individual records that can only be changed at the corporate level (**see Exception File – Menu Items**).
Corporate	The entire configuration file can only be changed at the corporate level.

Figure 4.2.10 Configuration Files

File Control
Blackboards
Canvases
Check Filters
Coupons
Customer Filters
Discounts
Events
GL Interface
Gratuities

Inventory Groups
Inventory Subgroups
Inventory Units
Jobs
Labor Groups
Locations
Loyalty Plans
Menu Item Filters
Menu Items
Order Types
Packages
Paid Ins
Paid Outs
Payments
Price Levels
Printer Drivers
Printer Formats
Printer Groups
Remote Check Formats
Remote Printers
Report Groups
Reports
Revenue Centers
Screen Formats
Skills
Table Types
Tare Weights
Termination Reasons
Time Ranges
Tip Pools
Voids

[TOP]

3.4.2.4.1 Local

Purpose
The Local File Control is used to specify the configuration files that can be modified at the store level.

Accessing the Local Control Window
While in Focus Enterprise, select Setup > General > Control.

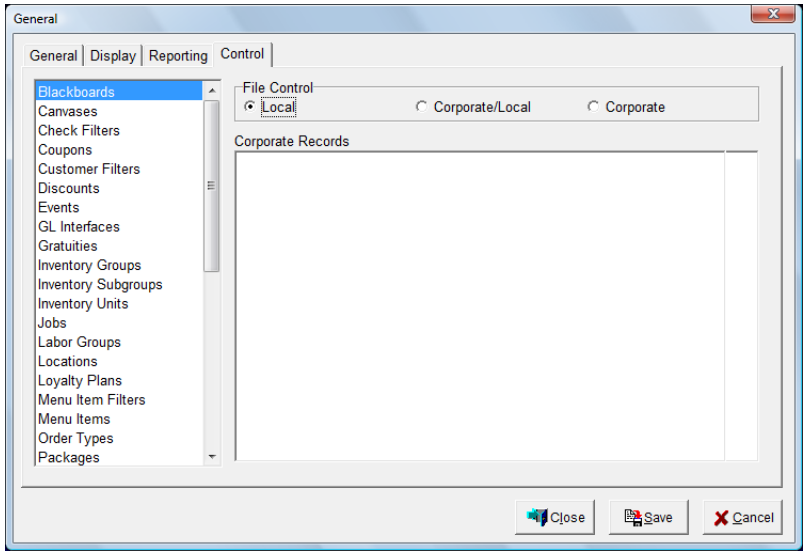


Figure 4.2.11 Local Control Window

Figure 4.2.12 Local Control Window

Field	Description
File Control (Local)	All Records in the selected Configuration File can be changed at the store level.

Procedure to Set a Configuration File for Local Control
- Select the Configuration File from the menu list.
- Select the Local option.

[TOP]

3.4.2.4.2 Corporate/Local

Purpose

The Corporate/Local Control Window is used to determine the Records that can be modified only at the corporate level. The Menu Item Configuration File can be further configured to allow the store level to modify the Menu Item's Price 1-6, Sub Price, Extra Price, No Price, Mod Price, Dbl% and Price Time 1-6 (see Figure x.x Control Window for Menu Items).

Accessing the Control Window
While in Focus Enterprise, select Setup > General > Control.

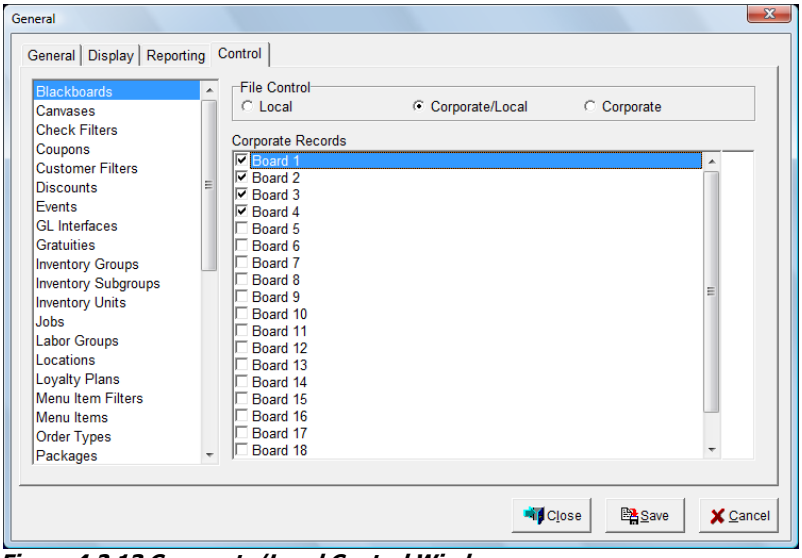


Figure 4.2.13 Corporate/Local Control Window

Figure 4.2.14 File Control Corporate/Local Control Window

Corporate Records	The selected Records are Corporate Records and cannot be changed at the store level.

Note: The Menu Item Configuration File can be further modified (see below).

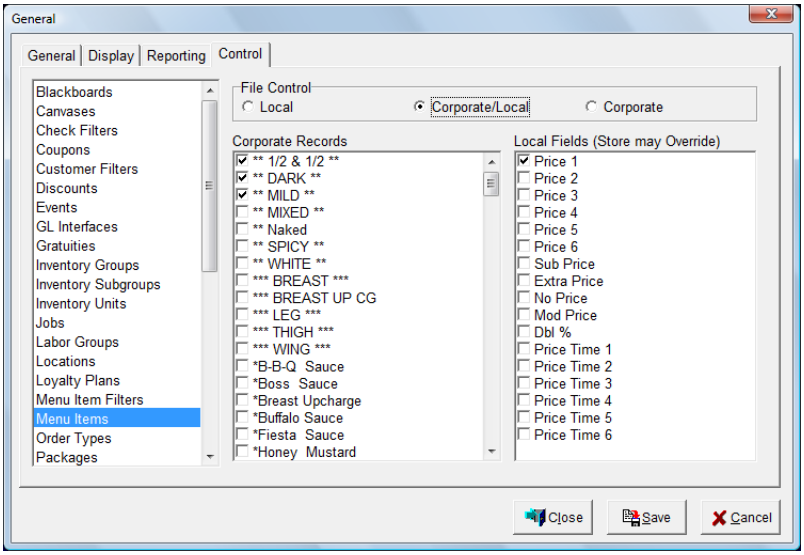


Figure 4.2.15 Control Window for Menu Items

Figure 4.2.16 Menu Item Corporate/Local Options

Corporate Records	The selected Records are Corporate Records and cannot be changed at the store level with the exception of the Local Fields specified below.
Local Fields (Store may Override)	The selected Fields may be changed at the store level. This is a global setting for all Menu Items.

Local Field	Description
Price 1-6	Prices 1-6 may be changed at the store level.
Sub Price	Sub Price may be changed at the store level.
Extra Price	Extra Price may be changed at the store level.
No Price	No Price may be changed at the store level.
Mod Price	Mod Price may be changed at the store level.
Dbl %	Dbl % may be changed at the store level.
Price Time 1-6	Price Time 1-6 may be changed at the store level.

Procedure to Set Records from a Configuration File for Corporate/Local Control
- Select the Configuration File from the menu list.
- Select the Corporate/Local option.
- Select the Records that can be modified only at the corporate level.

See also
Corporate/Local – Menu Items

[TOP]

3.4.2.4.3 Corporate

Purpose
The Corporate Control Window is used to specify the Configuration Files that can only be modified at the corporate level.

Accessing the Control Window
While in Focus Enterprise, select Setup > General > Control.

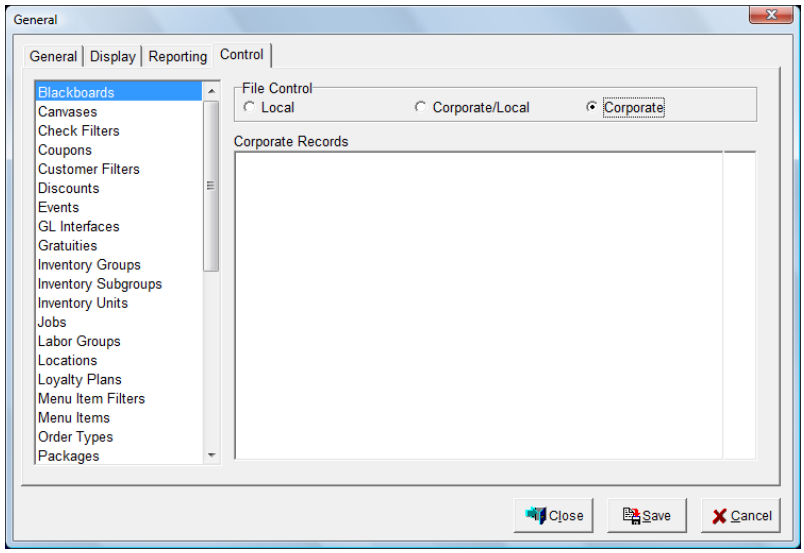


Figure 4.2.17 Corporate Window

Figure 4.2.18 Corporate Window

File Control	Description
Corporate	The store cannot alter records that are marked as Corporate.

Procedure to Set a Configuration File for Corporate Control
- Select the Configuration File from the menu list.
- Select the Corporate File Control.

[TOP]

3.4.3 Groups

Purpose
The Restaurant Groups Window is used to establish and maintain up to 250 Restaurant Groups. Restaurant Groups allows the stores to be grouped by state, regions or owners. A store can be included in multiple groups.

Accessing the Restaurant Groups Window
While in Focus Enterprise, select Setup > Groups.

Figure 4.3 Restaurant Groups Window

Figure 4.3.1 Restaurant Groups Window Fields

Field	Description
Name	The name for the Restaurant Group, up to 15 alphanumeric characters.
Restaurants	The selected Restaurants will be included in the Restaurant Group.

[TOP]

3.4.4 Lists

Purpose
The Lists Window is used to establish and maintain up to 100 Lists of Menu Items, Sort Keys, E-mail Lists and Report Groups. Lists are used in Sales and Item Reports to compare like items from different store configurations.

Accessing the Lists Menu
While in Focus Enterprise, select Setup > Lists.

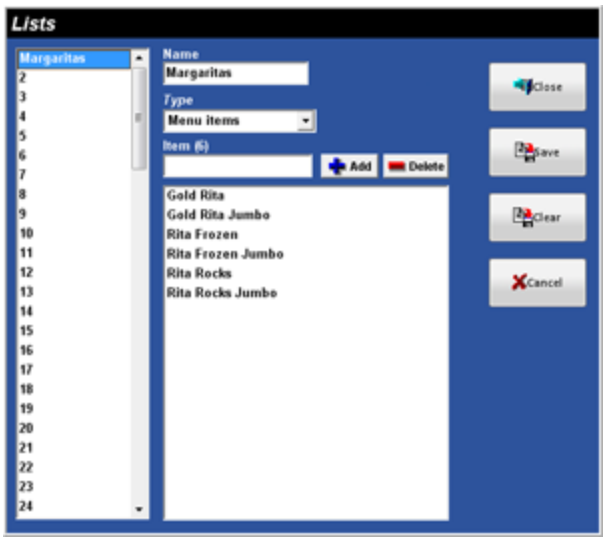


Figure 4.4 Lists Window

Figure 4.4.1 Lists Window Fields

Field	Description
Name	A name for the List, up to 15 alphanumeric characters.
Type	**Menu Items** — The List will contain Menu Items. **Item** — The Menu Item ID, up to 25 alphanumeric characters. The number of Menu Items in the list will appear in ().
	Sort Key — The List will contain Sort Keys. **Item** — The Sort Key, up to 2 alphanumeric characters. The number of Sort Keys in the list will appear in ().
	E-mail — The List will contain E-mail addresses. **Item** — An E-mail address, up to 25 alphanumeric characters. The number of E-mail addresses in the list will appear in ().
	Report Groups — The List will contain Report Groups. **Item** — The Report Group Name, up to 15 alphanumeric characters. The number of Report Groups in the list will appear in ().
Add	Adds the Item to the List.
Delete	Deletes the selected Item from the List.

[TOP]

3.4.5 Reports

Purpose
The Report Setup Window is used to establish and maintain the following 4 report types: Restaurant, Polling, Sales and Item Count.

Accessing the Report Setup Window
While in Focus Enterprise, select Setup > Reports.

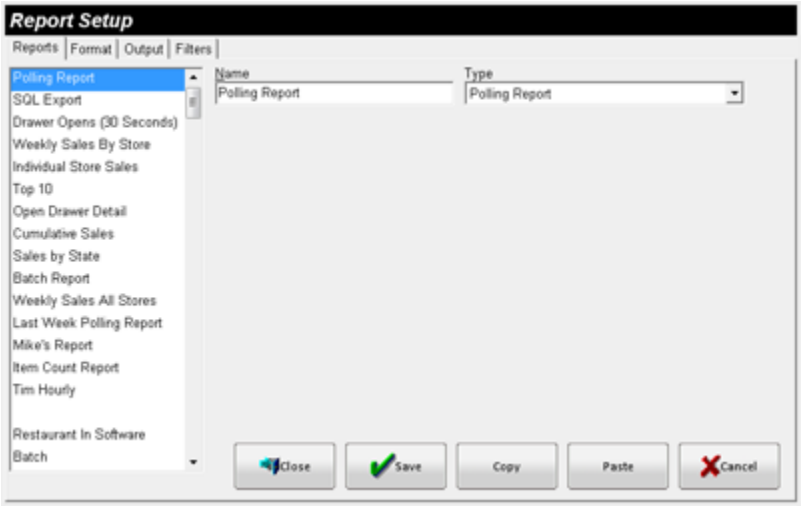


Figure 4.5 Report Setup Window

Figure 4.5.1 Report Setup Types

Report Type	Description
Restaurant Report	Used to display reports previously setup at the restaurant level. Restaurant Reports only display information from one store at a time.
Polling Report	Used to display a list of restaurants that have not polled within the specified date range.
Sales Report	A report used to compare sales information between Restaurants or Groups.
Item Report	A report used to compare item sales information between Restaurants or Groups.

[TOP]

3.4.5.1 Restaurant Report

Purpose
The Restaurant Report is used to view reports previously setup at the restaurant level. Any report setup at the restaurant level can be viewed at the Corporate level with this report type.

Figure 4.5.2 Restaurant Report Menus

Menu	Description

Reports	Used to Name the report.
Format	Used to define the Format of the report when printed.
Output	Used to define the output options of the report.
Filters	Used to select the Restaurants or Groups for the report.

[TOP]

3.4.5.1.1 Reports

Purpose
The Reports Window is used to Name and define the Restaurant Report.

Accessing the Restaurant Report Setup Window
While in Focus Enterprise, select Setup > Report > Type (Restaurant Report).

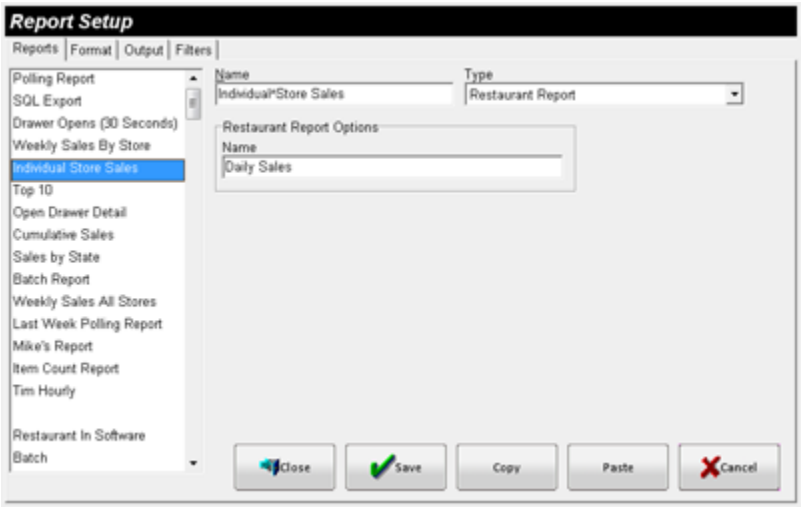


Figure 4.5.3 Restaurant Report Setup Window

Figure 4.5.4 Restaurant Report Setup Window Fields

Field	Description
Name	The Name for the Restaurant Report, up to 25 alphanumeric characters.
Type	The report Type (Restaurant Report).
Restaurant Report Options	**Name** — The Name of the report setup in Restaurants > Reports > Setup. **Note:** The Name must match exactly, including any "^" characters.

[TOP]

3.4.5.1.2 Format

Purpose
The Format Window is used to establish the Format of the printed Restaurant Report.

Accessing the Format Window
While in Focus Enterprise, select Setup > Reports > Format.

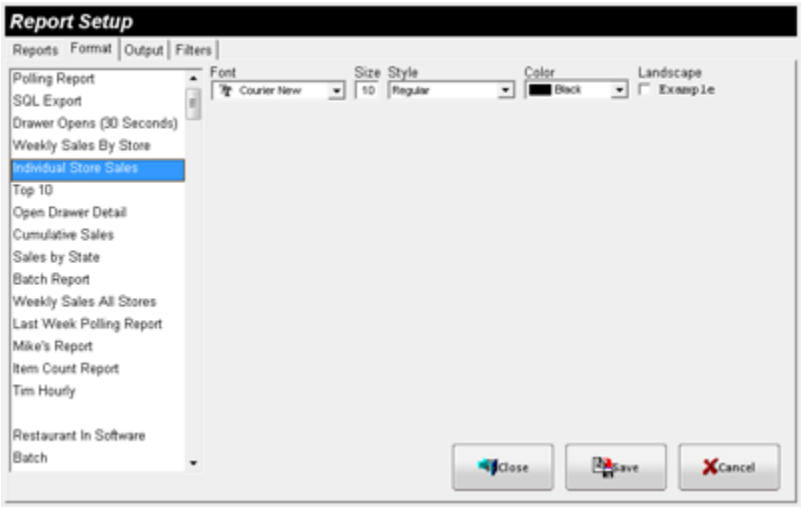


Figure 4.5.5 Format Window

Figure 4.5.6 Format Window Fields

Field	Description
Font	The Font that will be used when printing the report.
Size	The Font Size that will be used when printing the report.
Style	The Windows Style of Font that will be used when printing the report.
Color	The Color of the Font that will be used when printing the report.
Landscape	The report will be printed in Landscape.

[TOP]

3.4.5.1.3 Output

Purpose
The Output Window is used to determine the Output type of the report (Screen, Printer, File, E-mail or Text Message).

Note: Restaurant Type Reports must use the ‘Current Restaurant’ Report Filter.

Accessing the Output Menu

While in Report Setup, select Output.

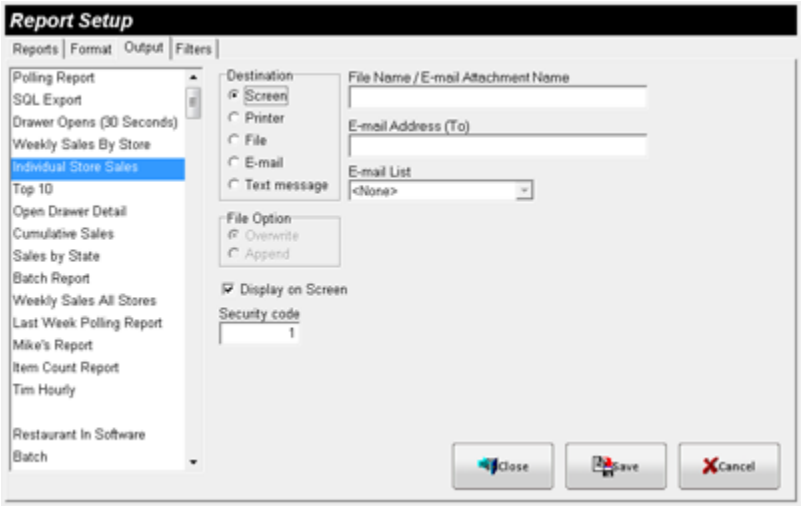


Figure 4.5.7 Output Window

Figure 4.5.8 Output Window Fields

Field	Description		
Destination	**Screen**	The report will be viewed on the screen.	
	Printer	The report will print directly to the printer.	
	File	**File Name / E-mail Attachment Name**	The Name of the file/e-mail attachment, up to 75 alphanumeric characters. Note: The Name must contain a valid file extension of type .txt, .csv, .rtf or .xls.
		File Option	**Overwrite** — The file will be overwritten. **Append** — The file will append additional information.
	E-mail	**File Name / E-mail Attachment Name**	The Name of the file/e-mail attachment, up to 75 alphanumeric characters. Note: The Name must contain a valid file extension of type .txt, .csv, .rtf or .xls.
		E-mail Address (To)	The E-mail address that will receive the file.
		E-mail List	The E-mail List of recipients that will receive the file.
		File Option	**Overwrite** — The file will be overwritten. **Append** — The file will append additional information.
	Text	**E-mail**	The E-mail address that will receive the file.

		Address (To)	
		E-mail List	The E-mail List of recipients that will receive the file.
		File Option	**Overwrite** The file will be overwritten. **Append** The file will append additional information.
Display on Screen	The report will be available on the Report Window if the user has the required security.		
Security Code	The Security Code necessary to run the report. Report Security Codes are configured in Setup > Rights.		

[TOP]

3.4.5.1.4 Filters

Purpose
The Filters Window is used to establish the Restaurants that will be used for the Report.
Note: Restaurant Type Reports must use the 'Current Restaurant' Report Filter.

Accessing the Filters Menu
While in Report Setup, select Filters.

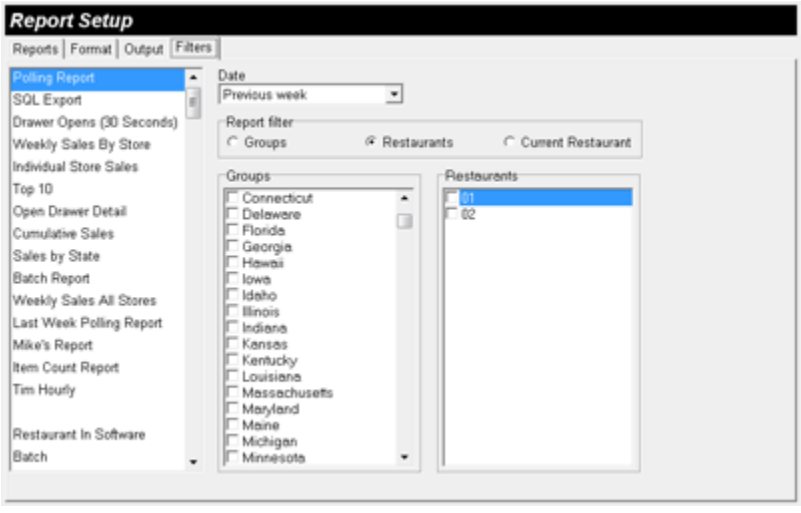


Figure 4.5.9 Filters Window

Figure 4.5.10 Filters Window Fields

Field	Description	
Date	**Current Day**	The report date range will default to the Current Day.
	Previous Day	The report date range will default to the Previous Day.
	Current Week	The report date range will default to the Current Week.
	Previous Week	The report date range will default to the Previous Week.
	Current Month	The report date range will default to the Current Month.
	Previous Month	The report date range will default to the Previous Month.
	Current Year	The report date range will default to the Current Year.
	Previous Year	The report date range will default to the Previous Year.
Report Filter	**Groups**	**Groups** The selected Groups will be included in the report.
	Restaurants	**Restaurants** The selected Restaurants will be included in the report.
	Current Restaurant	The Default Restaurant will be used as the primary restaurant for the report.

[TOP]

3.4.5.2 Polling Report

Purpose
The Polling Report is used to display a list of selected Restaurants that have not polled or do not have sales data for the specified date range.

Note: Stores on the Polling Report that do not have sales for a particular day will be displayed in parentheses ().

Figure 4.5.11 Polling Report Menus

Menu	Description

Reports	Used to Name the report.
Format	Used to define the Format of the report when printed.
Output	Used to define the output options of the report.
Filters	Used to select the Restaurants or Groups for the report.

[TOP]

3.4.5.2.1 Reports

Purpose
The Polling Report is used to determine the restaurants that have not polled during the specified date range.

Accessing the Reports Window
While in Report Setup, select Reports.

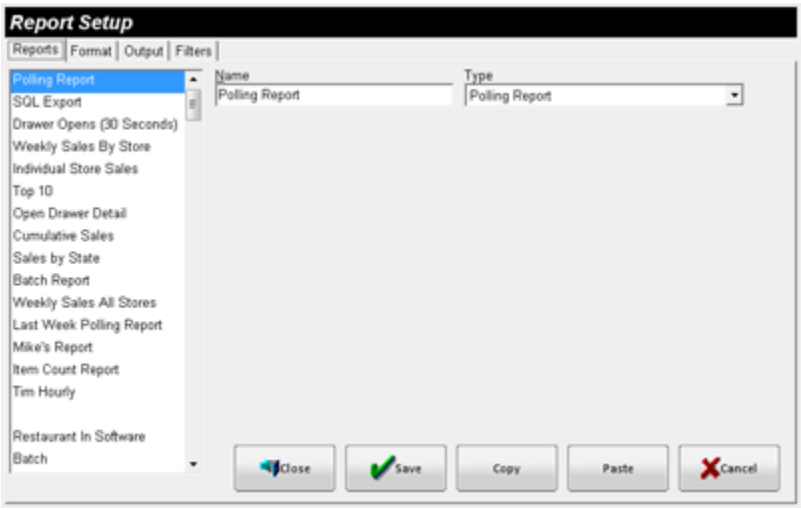


Figure 4.5.12 Report Setup Window

Figure 4.5.13 Report Setup Window Fields

Field	Description
Name	The Name for the Restaurant Report, up to 25 alphanumeric characters.
Type	The report Type (Polling Report).

[TOP]

3.4.5.2.2 Format

Purpose
The Format Window is used to establish the Format of the printed Polling Report.

Accessing the Format Window
While in Focus Enterprise, select Setup > Reports > Format.

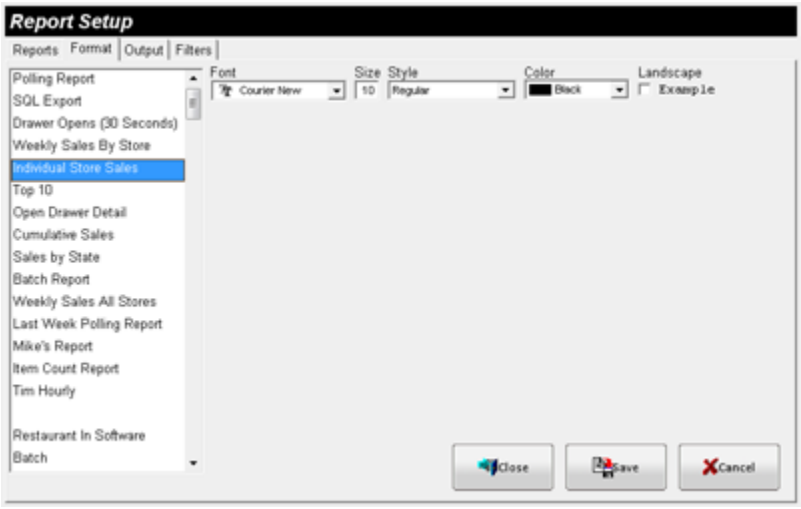


Figure 4.5.14 Format Window

Figure 4.5.15 Format Window Fields

Field	Description
Font	The Font that will be used when printing the report.
Size	The Font Size that will be used when printing the report.
Style	The Windows Style of Font that will be used when printing the report.
Color	The Color of the Font that will be used when printing the report.
Landscape	The report will be printed in Landscape.

[TOP]

3.4.5.2.3 Output

Purpose
The Output Window is used to determine the Output type of the report (Screen, Printer, File, E-mail or Text Message).

Accessing the Output Menu
While in Report Setup, select Output.

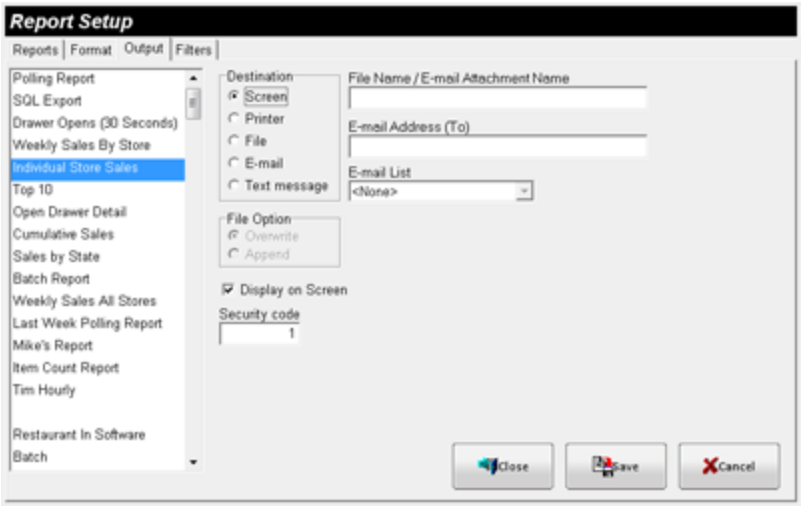


Figure 4.5.16 Output Window

Figure 4.5.17 Output Window Fields

Field	Description		
Destination	**Screen**	The report will be viewed on the screen.	
	Printer	The report will print directly to the printer.	
	File	**File Name / E-mail Attachment Name**	The Name of the file/e-mail attachment, up to 75 alphanumeric characters. Note: The Name must contain a valid file extension of type .txt, .csv, .rtf or .xls.
		File Option	**Overwrite** — The file will be overwritten. **Append** — The file will append additional information.
	E-mail	**File Name / E-mail Attachment Name**	The Name of the file/e-mail attachment, up to 75 alphanumeric characters. Note: The Name must contain a valid file extension of type .txt, .csv, .rtf or .xls.
		E-mail Address (To)	The E-mail address that will receive the file.
		E-mail List	The E-mail List of recipients that will receive the file.
		File Option	**Overwrite** — The file will be overwritten. **Append** — The file will append additional information.
	Text Message	**E-mail Address (To)**	The E-mail address that will receive the file.

		E-mail List	The E-mail List of recipients that will receive the file.
		File Option	**Overwrite** — The file will be overwritten. **Append** — The file will append additional information.
Display on Screen	The report will be available on the Report Window if the user has the required security.		
Security Code	The Security Code necessary to run the report. Report Security Codes are configured in Setup > Rights.		

[TOP]

3.4.5.2.4 Filters

Purpose
The Filters Window is used to establish the Restaurants that will be used for the Report.

Accessing the Filters Menu
While in Report Setup, select Filters.

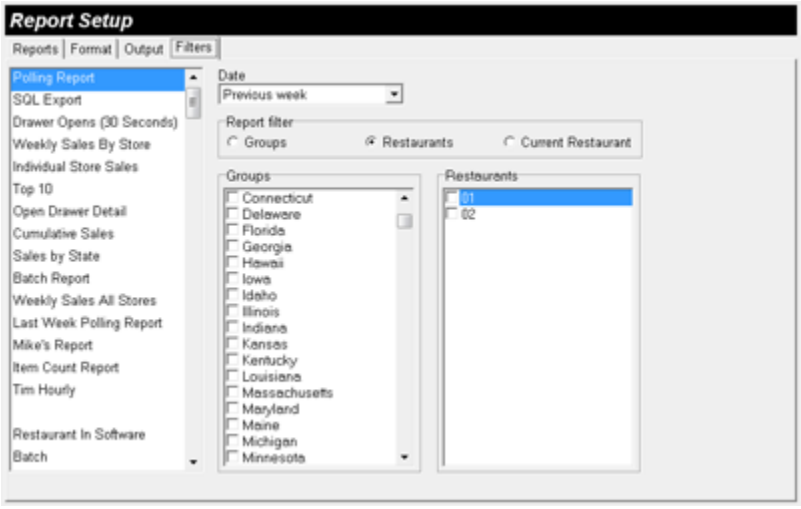


Figure 4.5.18 Filters Window

Figure 4.5.19 Filters Window Fields

Field	Description	
Date	**Current**	The report date range will default to the Current Day.

	Day	
	Previous Day	The report date range will default to the Previous Day.
	Current Week	The report date range will default to the Current Week.
	Previous Week	The report date range will default to the Previous Week.
	Current Month	The report date range will default to the Current Month.
	Previous Month	The report date range will default to the Previous Month.
	Current Year	The report date range will default to the Current Year.
	Previous Year	The report date range will default to the Previous Year.
Report Filter	**Groups**	**Groups** The selected Groups will be included in the report.
	Restaurants	**Restaurants** The selected Restaurants will be included in the report.
	Current Restaurant	The Default Restaurant will be used as the primary restaurant for the report.

[TOP]

3.4.5.3 Sales Report

Purpose
Sales Reports are used to display sales based information such as Net Sales, Discounts, Report Groups Sales etc. of individual stores and Groups for comparison purposes.

Figure 4.5.20 Sales Report Menus

Menu	Description
Reports	Used to Name the report.
Format	Used to define the Format of the report when printed.
Output	Used to define the output options of the report.
Filters	Used to select the Restaurants or Groups for the report.

[TOP]

3.4.5.3.1 Reports

Purpose
The Sales Report Setup Window is used to create custom reports containing information such as Net Sales, restaurant information and Discounts etc. (see Figure x.x for a complete list).

Accessing the Sales Report Setup Window
While in Focus Enterprise, select Setup > Reports > (select the Sales Report).

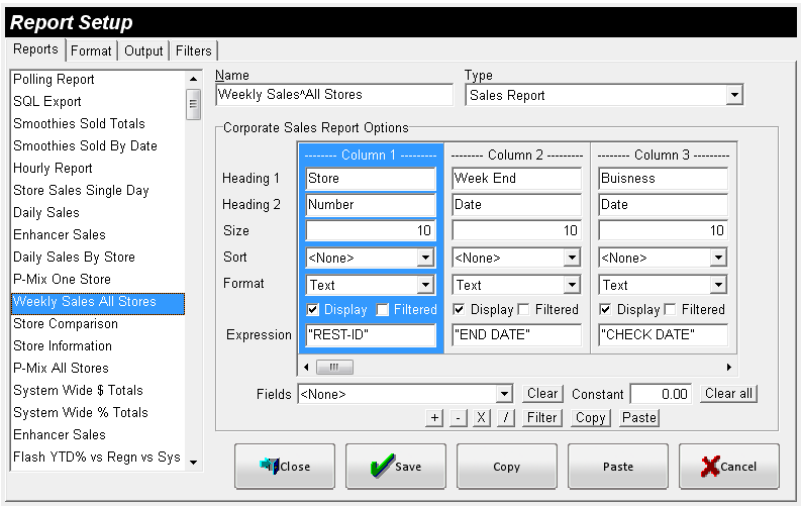


Figure 4.5.21 Sales Report Setup Window

Figure 4.5.22 Sales Report Setup Window Fields

Field	Description
Name	The Name for the Restaurant Report, up to 25 alphanumeric characters.
Type	The report Type (Sales Report).
Corporate Sales Report Options	

Column 1-30	Up to 30 Columns can be used for the report.
Heading 1	A name for the column, up to 15 alphanumeric characters. **Note:** If "%"s is used for the heading field then it is replaced by the starting date of the column (assuming a date filter has been specified for the column).
Heading 2	A name for the column, up to 15 alphanumeric characters. **Note:** If "%e" is used for the heading field then it is replaced by the ending date of the column (assuming a date filter has been specified for the column).
Size	The Column width. **Note:** The Column Name and contents should be considered when choosing the Column Size.

Sort	

<None>	The Column will not be sorted.
Ascending	The Column will sort Records ranked on the lowest value to highest value (i.e., lowest Net Sales to highest Net Sales).
Descending	The Column will sort Records ranked on the highest value to lowest value (i.e., highest Net Sales to lowest Net Sales).

Format	

Currency	The Currency Format is used to display monetary values.
Integer	The Integer Format is used to display numbers without decimals.
% (Average Breaks)	The % (Average Breaks) Column is used when displaying percentage information. Each Column value will be multiplied by 100 to display the percentage. Furthermore, the Total line will display the average of all the Column values.
Currency (Avg. Total)	The Currency (Avg. Total) Format is used to display monetary values. The Total line will display the average of all Column values.
Integer (Avg. Total)	The Integer (Avg. Total) Format is used to display numbers without decimals. The Total line will display the average of all Column values.
Text	The Text Format is used to display non-numerical information such as the date or store information.
% (Total Breaks)	The % (Total Breaks) Column is used when displaying percentage information. Each Column value will be multiplied by 100 to display the percentage. Furthermore, the Total line will display the sum of all the Column values.

Display	The report will be displayed on the Reports Window.
Filtered	The Column will be Filtered (see Filter).
Expression	The data the Column will contain. The Expression can contain individual Fields or a calculation of Fields and other Columns. **Note**: Calculations take place from left to right.

Fields

Name	Description
# of Checks	The number of Checks.
# of Guests	The number of Guests.
Avg. Check	The Average Check amount.
Avg. Guest	The Average Guest amount (PPA).
Void $	The Void dollar amount.
Void Units	The number of Voids.
Subtotal	The Subtotal dollar amount.

Subtotal Discount	The Subtotal Discount amount.
Net Sales	The Net Sales amount.
Tax Total	The Total Tax amount.
Inclusive Tax	The Inclusive Tax amount.
Total Sales	The Total Sales amount.
Gift Cards	The Gift Card sales amount.
Refunds	The Refund dollar amount.
Tip Fee	The Tip Fee dollar amount.
Total Accountable	The Total Accountable dollar amount.
Deposit	The Deposit total.
Payment Total	The Payment total.
Gross Cash	The Gross Cash total.
Non-cash Payments	The total of Non-cash Payments.
Non-cash Tips	The total of Non-cash Tips.
Report Group Units	The number of units sold for all Report Groups.
Report Group Sales	The sales amount for all Report Groups.
RG$1-100:	The sales amount for the selected Report Group.
RGUnits1-100:	The number of units sold for the selected Report Group.
RGDisc$1-100:	The dollar amount of Discounts for the selected Report Group.
Discount Units	The number of all Discounts.
Discount Sales	The dollar amount of all Discounts.
DISC$1-100:	The total dollar amount for the selected Discount.
DISCUnits1-100:	The number of times the selected Discount was applied.
TAXSALES1-16:	The taxable sales for the selected Tax.
TAXCOLLECTED1-16:	The tax collected for the selected Tax.

TAXEXEMPT1-16:	The dollar amount of Tax Exempt sales.
Order Type Units	The number of items sold for all Order Types.
Order Type Sales	The dollar amount of sales for all Order Types.
Order Type Charges	The dollar amount of Order Type Charger for all Order Types.
OT$1-20:	The dollar amount of sales for the selected Order Type.
OTUnits1-20:	The number of items sold for the selected Order Type
OTCharges1-20:	The dollar amount for the selected Order Type Charge.
Paidout Units	The total number of Paid Outs.
Paidouts	The dollar amount of all Paid Outs.
PAIDOUT$1-100:	The dollar amount for the selected Paid Out.
PAIDOUTUnits1-100:	The number of times the selected Paid Out was used.
Paidin Units	The total number of Paid Ins.
Paidins	The dollar amount of all Paid Ins.
PAIDIN$1-50:	The dollar amount for the selected Paid Ins.
PAIDINUnits1-50:	The number of times the selected Paid In was applied.
PAYMENTS$1-25:	The dollar amount of the selected Payment.
PAYMENTUnits1-25:	The number of times the selected Payment was applied.
RESTFIELD1:	The user-defined field setup in Setup > General > Reporting > Report Field Names > 1.
RESTFIELD2:	The user-defined field setup in Setup > General > Reporting > Report Field Names > 2.
Drawer Open Count	The number of times the drawer was opened. **Note:** This Column must be Filtered and the Open Drawer Threshold defined in the Filter Window before any data will be

	displayed.
BEGIN DATE	The beginning date of the report.
END DATE	The ending date of the report.
CHECK DATE	The date of the check.
CURRENT DATE	The current date.
REST-ID	The ID of the restaurant established in Setup > Restaurants > ID.
REST-NAME	The Name of the restaurant established in Setup > Restaurants > Name.
REST-ADDRESS	The Address of the restaurant established in Setup > Restaurants > Address.
REST-CITY	The City of the restaurant established in Setup > Restaurants > City.
REST-STATE	The State of the restaurant established in Setup > Restaurants > State.
REST-ZIP	The Zip Code of the restaurant established in Setup > Restaurants > Zip Code.
REST-GROUP	The name of the Group.
REST-VERSION	The software version the restaurant is currently running as of the last poll.
Column1-29	The expression of the selected column is placed in the current column. **For example,** if Column 3 is set for "Net Sales" and Column 4 is set for "Gift Cards", you can set the Expression in Column 5 to calculate Net Sales + Gift Cards by inputting the expression "Column3" + "Column4".
ColumnTotal1-29	The total for the specified column is placed in the current column.
ColumnGroupTotal1-29	The group total for the specified column is placed in the current column.
RankTotal1-29	The Rank of the record compared to other records for the specified

	column.
RankGroupTotal1-29	The Group Rank record compared to other records in the Groups for the specified column.
Clear	Clears the Expression Field.
Constant	A Number used in the Expression. **For Example,** to view a percentage as a number instead of a decimal, multiply the expression by the constant "100". This would change the percentage view from "0.025" to "2.5".
+	Adds the values in the Expression.
-	Subtracts the values in the Expression.
X	Multiplies the values in the Expression.
/	Divides the values in the Expression.

Clear all	Clears the content of all Columns.
Filter	Displays the Filter Window. The settings in the Filter Window determine the data displayed for the column (see Filter).
Copy	Copies the fields in the currently selected Column.
Paste	Pastes the previous copied Column to the currently selected Column.

[TOP]

3.4.5.3.1.1 Filter

Purpose
The Report Filter Window is used to further define the information to be used/displayed for each column on the report. A Report Filter can consist of certain days of the week, time periods, Revenue Centers, Order Types and Lists.

Accessing the Report Filter Window
While in Report Setup, select Filter.

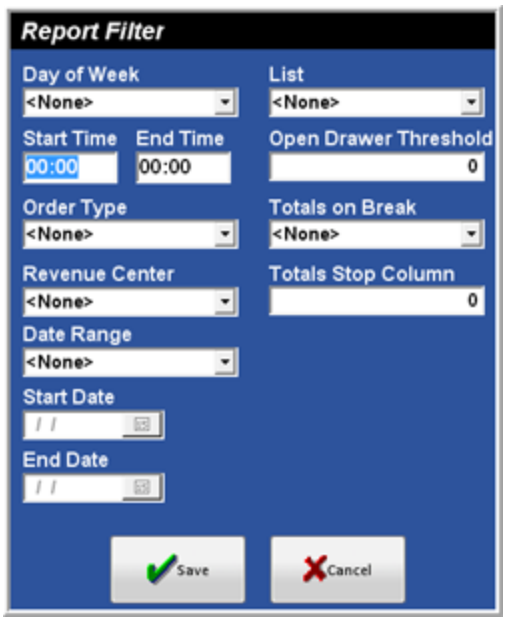


Figure 4.5.23 Report Filter Window

Figure 4.5.24 Report Filter Window Fields

Field	Description
Day of Week	The Day of the Week to be used for the report column (Sunday – Saturday). If "<None>" is specified, then all days will be used.
List	The List to include in the Filter. If "<None>" is specified then all records will be returned.
Start Time	The starting time for the report column. If "00:00" is specified for the Start and End Time, then the entire day will be used.
End Time	The ending time for the report column. If "00:00" is specified for the Start and End Time, then the entire day will be used.
Open Drawer Threshold	The number of seconds the drawer must be opened before being displayed on the report column. **Note:** This Field is to be used in conjunction with the "Drawer Open Count" Expression Field.
Order Type	The Order Type for the report column. If "<None>" is selected then the report will display information from all Order Types.
Totals on Break	**<None>** — The report will not Total on Breaks. **Totals on Break** — If this option is selected, then all columns to the right of this column will be totaled when the break occurs. **Note:** The Sort Option should be used for the column with the Totals on Break Option. In the example below, the Group Column has the Totals on Break option turned on.

Group*	**Store ID**	**Net Sales**	*** The Group column has the Totals on Break option turned on.**
Group 1	SK101	547.58	
	SK102	648.41	

	SK103	994.54	
Totals		2190.53	This is the Totals on Break Row. The Total is calculated for all the stores within the Group 1.
Group 2	SK201	698.54	
	SK202	1211.57	
	SK203	784.54	
Totals		2694.65	This is the Totals on Break Row. The Total is calculated for all the stores within the Group 2.
Totals		4885.18	This is the (Grand) Totals row. The Total is calculated for all Groups.

Revenue Center

The Revenue Center for the report. If no Revenue Center is selected then the report will display information from all Revenue Centers.

Totals Stop Column

Totals for the column will not be displayed when breaks occur before the Totals on Break column. **Note:** This option only applies when the report has another column set with the "Totals on Break" option.

In the example below, the Group Column has the Totals on Break option turned on and the % of Sales column has the Totals Stop Column set to 1.

Group*	**Store ID**	**Net Sales**	**% of Sales**	*** The Group column has the Totals on Break option turned on.**
Group 1	SK101	547.58	25.00	
	SK102	648.41	29.60	
	SK103	994.54	45.40	
Totals		2190.53	**	**** The Total Stop Column for the "% of Sales" column is set to 1 so the percentage totals are not calculated.**
Group 2	SK201	698.54	25.92	
	SK202	1211.57	44.96	
	SK203	784.54	29.11	
Totals		2694.65		
			**	**** The Total Stop Column for the "% of Sales" column is set to 1 so the percentage totals are not calculated.**

	Totals		4885.18	**	**** The Total Stop Column for the "% of Sales" column is set to 1 so the percentage totals are not calculated.**

Date Range	**Specific Dates**	**<None>** — The report will use all days for the report column. **Start Date** — The starting date for the report column. **End Date** — The ending date for the report column.
	Day	The last day of the specified date range will be used for the report column.
	Week to Date	The last day of the specified date range will be used to determine the week to date.
	Month to Date	The last day of the specified date range will be used to determine the month to date.
	Year to Date	The last day of the specified date range will be used to determine the year to date.

[TOP]

3.4.5.3.2 Format

Purpose
The Format Window is used to establish the Format of the printed report, display Totals by Date and restrict the number of stores that are displayed on the report.

Accessing the Report Setup (Format) Window
While in Focus Enterprise, select Setup > Reports > (Select the Sales Report) Format.

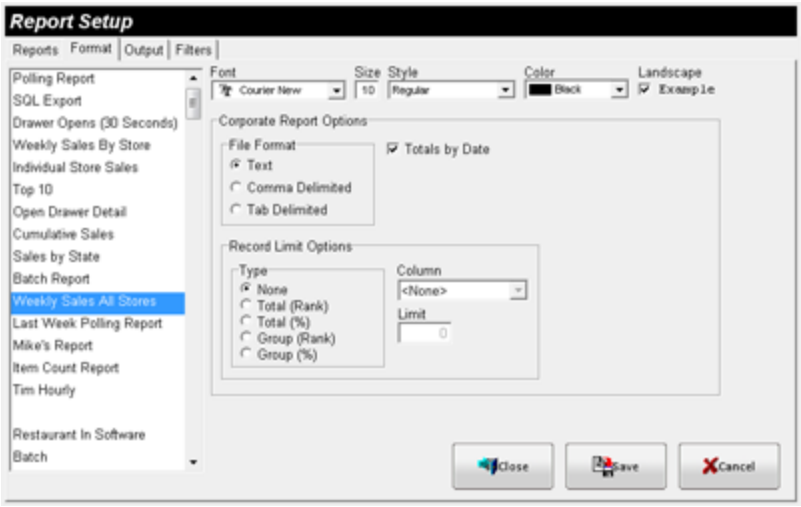


Figure 4.5.25 Restaurant Report Setup (Format) Window

Figure 4.5.26 Restaurant Report Setup (Format) Window Fields

Field	Description
Font	The Font that will be used when printing the report.
Size	The Font Size that will be used when printing the report.
Style	The Windows Style of Font that will be used when printing the report.
Color	The Color of the Font that will be used when printing the report.
Landscape	The report will be printed in Landscape.
File Format	**Text** — The report will generate a text file. The File Name must end in .txt. Text files are usually used when sending e-mails and can be printed. **Comma Delimited** — The report will generate a Comma Delimited file. The File Name must end in .csv or .xls. Comma Delimited files are normally used to import into a database or Excel program. **Tab Delimited** — The report will generate a Tab Delimited file. The File Name must end in .csv or .xls. Tab Delimited files are normally used to import into a database or Excel program.
Totals by Date	A record is displayed for each day within the user's specified date range.
Record Limit Options	**None** — All records will be displayed. **Total (Rank)** — **Column**: The report will limit the number of records for the selected column. **Limit**: The number of records to display. In the example below, only the top 3 stores are displayed based on Net Sales. **Example 1** **Type: <None>** | **Type: Total**

			(Rank) Column: Net Sales Ranking: 3	
	Store ID	Net Sales	Store ID	Net Sales
	SK101	1542.21	SK101	1542.21
	SK105	1256.54	SK105	1256.54
	SK103	1145.25	SK103	1145.25
	SK102	984.57		
	SK104	547.54		

Total (%)

Column	The report will limit the number of records for the selected column to the percentage entered.
Limit	The percentage of records to display.

In the example below, only the top 40% of the stores are displayed based on Net Sales.

Example 1

Type: <None>			Type: Total (%) Column: Net Sales Ranking: 40	
Store ID	Net Sales		Store ID	Net Sales
SK101	1542.21		SK101	1542.21
SK105	1256.54		SK105	1256.54
SK103	1145.25			
SK102	984.57			
SK104	547.54			

Group (Rank)

Column	The report will limit the number of records for each Group for the selected column. Thus if the record limit was set to "5" then the top 5 stores in each group would be included.
Limit	The number of records to display.

In the example below, only the top 2 stores are displayed based on Net Sales.

Example 1

Type: <None>		Type: Group (Rank) Column: Net Sales Ranking: 2

Group	Store ID	Net Sales
Group 1	SK101	1542.21
	SK102	1256.54
	SK103	1145.25
Group 2	SK104	984.57
	SK105	547.54
Group 3	SK106	245.54
	SK107	547.12

Group	Store ID	Net Sales
Group 1	SK101	1542.21
	SK102	1256.54
Group 2	SK104	984.57
	SK105	547.54
Group 3	SK106	245.54
	SK107	547.12

Group (%)

Column	The report will limit the number of records for each Group for the selected column to the percentage entered. Thus if the record limit was set to the top "5" percent then the top 5 percent of stores within the group would be included.
Limit	The percentage of records to display.

In the example below, only the top 5 percent of stores within each Group are displayed based on Net Sales.

Example 1

Type: <None>

Group	Store ID	Net Sales
Group 1	SK101	1542.21
	SK102	1256.54
	SK103	1145.25
Group 2	SK104	984.57
	SK105	547.54
Group 3	SK106	245.54
	SK107	547.12

Type: Group (%)
Column: Net Sales
Ranking: 5

Group	Store ID	Net Sales
Group 1	SK101	1542.21
Group 2	SK104	984.57
Group 3	SK107	547.12

[TOP]

3.4.5.3.3 Output

Purpose
The Output Window is used to determine the Output type of the report (Screen, Printer, File, E-mail or Text Message).

Accessing the Output Menu
While in Report Setup, select Output.

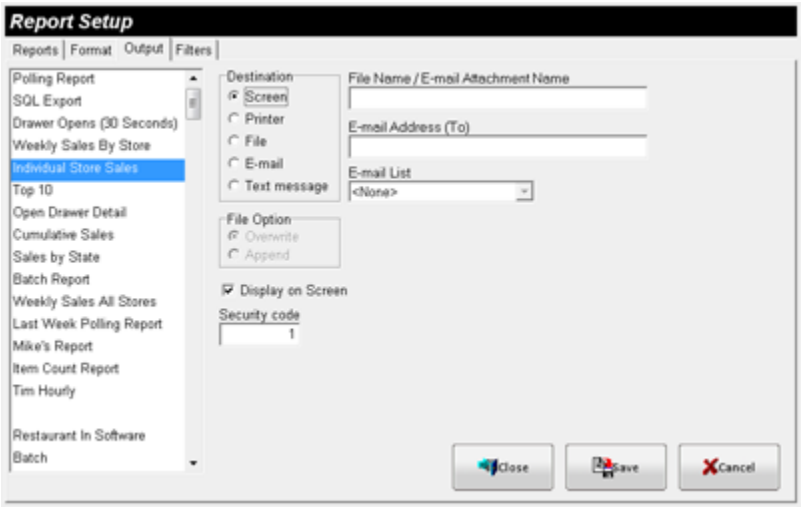


Figure 4.5.16 Output Window

Figure 4.5.17 Output Window Fields

Field	Description	
Destination	**Screen**	The report will be viewed on the screen.
	Printer	The report will print directly to the printer.
	File	**File Name / E-mail Attachment Name**: The Name of the file/e-mail attachment, up to 75 alphanumeric characters. Note: The Name must contain a valid file extension of type .txt, .csv, .rtf or .xls.
		File Option: **Overwrite**: The file will be overwritten. **Append**: The file will append additional information.
	E-mail	**File Name / E-mail Attachment Name**: The Name of the file/e-mail attachment, up to 75 alphanumeric characters. Note: The Name must contain a valid file extension of type .txt, .csv, .rtf or .xls.

		E-mail Address (To)	The E-mail address that will receive the file.
		E-mail List	The E-mail List of recipients that will receive the file.
		File Option	**Overwrite** — The file will be overwritten. **Append** — The file will append additional information.
	Text Message	**E-mail Address (To)**	The E-mail address that will receive the file.
		E-mail List	The E-mail List of recipients that will receive the file.
		File Option	**Overwrite** — The file will be overwritten. **Append** — The file will append additional information.
Display on Screen	The report will be available on the Report Window if the user has the required security.		
Security Code	The Security Code necessary to run the report. Report Security Codes are configured in Setup > Rights.		

[TOP]

3.4.5.3.4 Filters

Purpose
The Filters Window is used to establish the Restaurants that will be used for the Report.

Accessing the Filters Menu
While in Report Setup, select Filters.

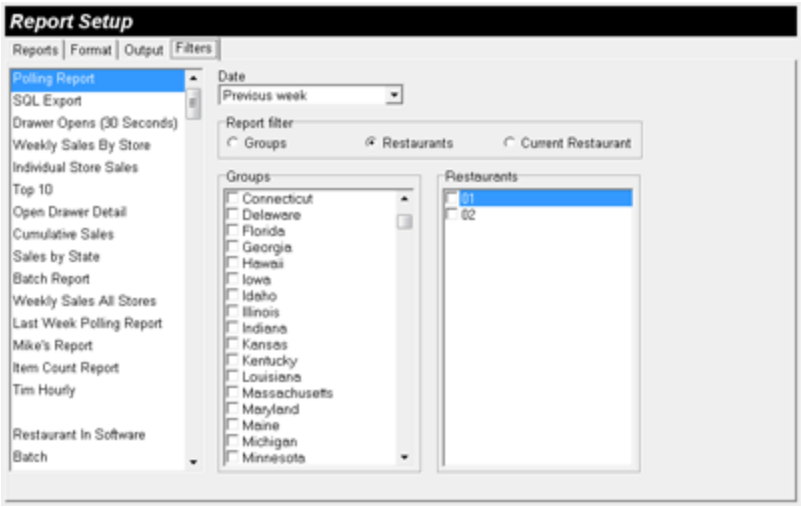


Figure 4.5.18 Filters Window

Figure 4.5.19 Filters Window Fields

Field	Description
Date	**Current Day** — The report date range will default to the Current Day. **Previous Day** — The report date range will default to the Previous Day. **Current Week** — The report date range will default to the Current Week. **Previous Week** — The report date range will default to the Previous Week. **Current Month** — The report date range will default to the Current Month. **Previous Month** — The report date range will default to the Previous Month. **Current Year** — The report date range will default to the Current Year. **Previous Year** — The report date range will default to the Previous Year.
Report Filter	**Groups** — **Groups** — The selected Groups will be included in the report. **Restaurants** — **Restaurants** — The selected Restaurants will be included in the report. **Current Restaurant** — The Default Restaurant will be used as the primary restaurant for the report.

[TOP]

3.4.5.4 Item Report

Purpose
The Item Report is used to configure Reports to display Item Based sales information based on Lists, Report Groups and Filters etc.

Figure 4.5.27 Item Report Menus

Menu	Description
Reports	Used to Name the report.
Format	Used to define the Format of the report when printed.
Output	Used to define the output options of the report.
Filters	Used to select the Restaurants or Groups for the report.

[TOP]

3.4.5.4.1 Reports

Purpose
The Item Report Setup Window is used to create custom reports containing item based sales information such as Item Units sold, Report Group Sales, etc. (see Figure x.x for a complete list).

Accessing the Item Report Setup Window
While in Focus Enterprise, select Setup > Reports > (select the Item Report).

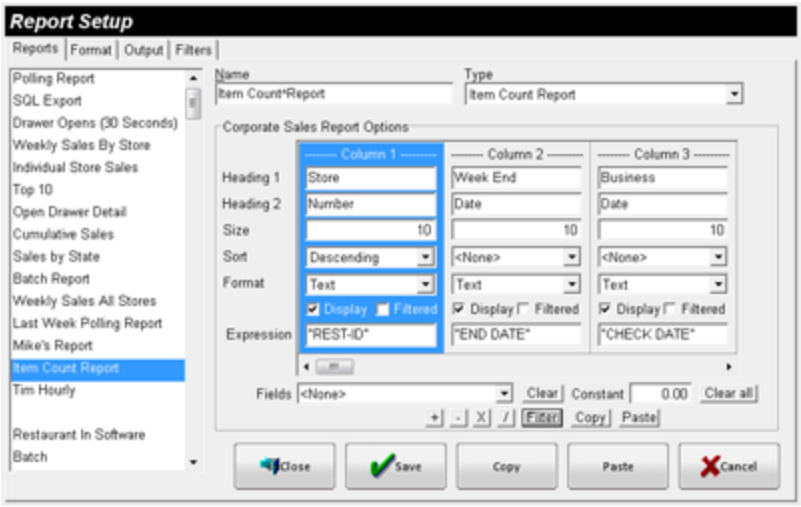


Figure 4.5.28 Item Report Setup Window

Figure 4.5.29 Item Report Setup Window Fields

Field	Description
Name	The Name for the Item Report, up to 25 alphanumeric characters.
Type	The report Type (Item Report).
Corporate Sales Report Options	

Column 1-30	Up to 30 Columns can be used for the report.
Heading 1	A name for the column, up to 15 alphanumeric characters. **Note:** If "%"s is used for the heading field t starting date of the column (assuming a date filter has been specified for the column).
Heading 2	A name for the column, up to 15 alphanumeric characters. **Note:** If "%e" is used for the heading field t ending date of the column (assuming a date filter has been specified for the column).
Size	The Column width. **Note:** The Column Name and contents should be considered when choosing the Co
Sort	

<None>	The Column will not be sorted.
Ascending	The Column will sort Records ranked on the lowest value to highest value (i.e., low Sales).
Descending	The Column will sort Records ranked on the highest value to lowest value (i.e., high Sales).

Format	

Currency	The Currency Format is used to display monetary values.
Integer	The Integer Format is used to display numbers without decimals.
% (Average Breaks)	The % (Average Breaks) Column is used when displaying percentage information. I multiplied by 100 to display the percentage. Furthermore, the Total line will display Column values.
Currency (Avg. Total)	The Currency (Avg. Total) Format is used to display monetary values. The Total lin all Column values.
Integer (Avg. Total)	The Integer (Avg. Total) Format is used to display numbers without decimals. The average of all Column values.

	Text — The Text Format is used to display non-numerical information such as the date or s **% (Total Breaks)** — The % (Total Breaks) Column is used when displaying percentage information. Eac multiplied by 100 to display the percentage. Furthermore, the Total line will display values.
Display	The report will be displayed on the Reports Window.
Filtered	The Column will be Filtered (see Filter and Filters).
Expression	The data the Column will contain. The Expression can contain individual Fields or a calculation of Fields Calculations take place from left to right.

Fields

Name	Description
ITEM-NAME	The Menu Item's Name.
ITEM-ID1	The Menu Item's ID1.
ITEM-RG	The Menu Item's Report Group.
ITEM-SK	The Menu Item's Sort Key.
ITEM SALES PRICE1-6	The Menu Item's Sales amount for Price 1-6.
ITEM SALES PRICE7	The Menu Item's Sales amount for the Sub Price.
ITEM SALES PRICE8	The Menu Item's Sales amount for the Add Price.
ITEM SALES PRICE9	The Menu Item's Sales amount for the No Price.
ITEM SALES PRICE10	The Menu Item's Sales amount for the Mod Price.
ITEM SALES PRICE11	The Menu Item's Sales amount for the Dbl% Price.
ITEM UNITS PRICE1-6	The number of Menu Item Units sold at Price 1-6.
ITEM UNITS PRICE7	The number of Menu Item Units sold at the Sub Price.
ITEM UNITS PRICE8	The number of Menu Item Units sold at the Add Price.
ITEM UNITS PRICE9	The number of Menu Item Units sold at the No Price.
ITEM UNITS PRICE10	The number of Menu Item Units sold at the Mod Price.
ITEM UNITS PRICE11	The number of Menu Item Units sold at the Dbl% Price.

ITEM TOTAL SALES	The Menu Item's Total Sales amount.
ITEM TOTAL UNITS	The Menu Item's Total Units sold.
ITEM RG SALES	The Report Group Sales amount that the Menu Item belongs.
ITEM RG UNITS	The Report Group Units sold that the Menu Item belongs.
Net Sales	The Net Sales amount.
Report Group Units	The number of units sold for all Report Groups.
Report Group Sales	The sales amount for all Report Groups.
RG$1-100:	The sales amount for the selected Report Group.
RGUnits1-100:	The number of units sold for the selected Report Group.
BEGIN DATE	The beginning date of the report.
END DATE	The ending date of the report.
CHECK DATE	The date of the check.
CURRENT DATE	The current date.
REST-ID	The ID of the restaurant established in Setup > Restaurants > ID
REST-NAME	The Name of the restaurant established in Setup > Restaurants >
REST-ADDRESS	The Address of the restaurant established in Setup > Restaurants
REST-CITY	The City of the restaurant established in Setup > Restaurants > C
REST-STATE	The State of the restaurant established in Setup > Restaurants >
REST-ZIP	The Zip Code of the restaurant established in Setup > Restaurants
REST-GROUP	The name of the Group.
Column1-29	The expression of the selected column is placed in the current col **For example,** if Column 3 is set for "Net Sales" and Column 4 is can set the Expression in Column 5 to calculate Net Sales + Gift C expression "Column3" + "Column4".
ColumnTotal1-29	The total for the specified column is placed in the current column.
Clear	Clears the Expression Field.
Constant	A Number used in the Expression. **For Example**, to view a percentage as a number instead of a decimal, multiply the exp

	"100". This would change the percentage view from "0.025" to "2.5".
	+ Adds the values in the Expression.
	- Subtracts the values in the Expression.
	X Multiplies the values in the Expression.
	/ Divides the values in the Expression.
Clear all	Clears the content of all Columns.
Filter	Displays the Filter Window. The settings in the Filter Window determine the data displayed for the column (see Filter).
Copy	Copies the fields in the currently selected Column.
Paste	Pastes the previous copied Column to the currently selected Column.

[TOP]

3.4.5.4.1.1 Filter

Purpose
The Report Filter Window is used to further define the information to be used/displayed for a report. A Report Filter can consist of certain days of the week, time periods, Revenue Centers and Order Types.

Accessing the Report Filter
While in Report Setup, select Filter.

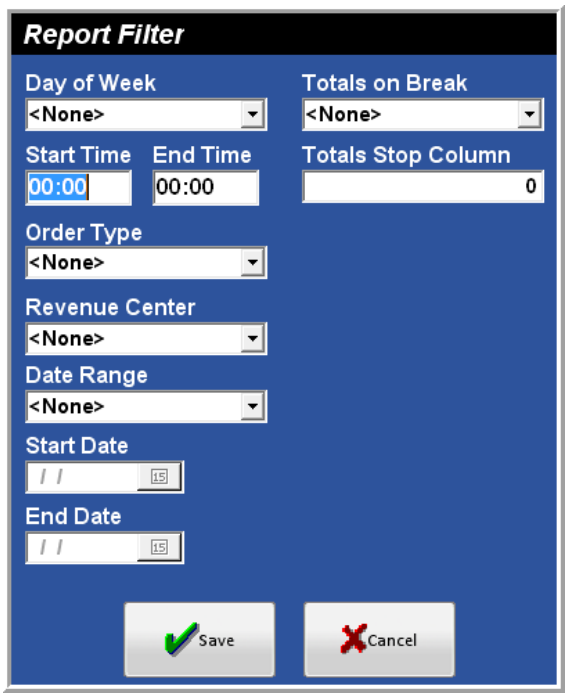


Figure 4.5.30 Report Filter Window

Figure 4.5.31 Report Filter Window Fields

Field	Description
Day of Week	The Day of the Week to be used for the report column (Sunday – Saturday). If "<None>" is specified, then all days will be used.
Start Time	The starting time for the report column. If "00:00" is specified for the Start and End Time, then the entire day will be used.
End Time	The ending time for the report column. If "00:00" is specified for the Start and End Time, then the entire day will be used.
Order Type	The Order Type for the report column. If "<None>" is selected then the report will display information from all Order Types.
Revenue Center	The Revenue Center for the report. If no Revenue Center is selected then the report will display information from all Revenue Centers.
Date Range	**Specific Dates** **<None>** — The report will use all days for the report column. **Start Date** — The starting date for the report column. **End Date** — The ending date for the report column. **Day** — The last day of the specified date range will be used for the report column. **Week to Date** — The last day of the specified date range will be used to determine the week to date. **Month to Date** — The last day of the specified date range will be used to determine the month to date.

Date	
Year to Date	The last day of the specified date range will be used to determine the year to date.

Totals on Break

<None>	The report will not Total on Breaks.
Totals on Break	If this option is selected, then all columns to the right of this column will be totaled when the break occurs. **Note:** The Sort Option should be used for the column with the Totals on Break Option. In the example below, the Group Column has the Totals on Break option turned on.

Group*	**Store ID**	**Food Sales**	*** The Group column has the Totals on Break option turned on.**
Group 1	SK101	547.58	
	SK102	648.41	
	SK103	994.54	
Totals		2190.53	This is the Totals on Break Row. The Total is calculated for all the stores within the Group 1.
Group 2	SK201	698.54	
	SK202	1211.57	
	SK203	784.54	
Totals		2694.65	This is the Totals on Break Row. The Total is calculated for all the stores within the Group 2.
Totals		4885.18	This is the (Grand) Totals row. The Total is calculated for all Groups.

Totals Stop Column

Totals for the column will not be displayed when breaks occur before the Totals on Break column. **Note:** This option only applies when the report has another column set with the "Totals on Break" option.

In the example below, the Group Column has the Totals on Break option turned on and the % of Sales column has the Totals Stop Column set to 1.

Group*	**Store ID**	**Food Sales**	**% of Sales**	*** The Group column has the Totals on Break option turned on.**
Group 1	SK101	547.58	25.00	
	SK102	648.41	29.60	
	SK103	994.54	45.40	
–		2190.53	**	**** The Total Stop Column for the "% of Sales" column**

				is set to 1 so the percentage totals are not calculated.
Group 2	SK201	698.54	25.92	
	SK202	1211.57	44.96	
	SK203	784.54	29.11	
Totals		2694.65		
			**	**** The Total Stop Column for the "% of Sales" column is set to 1 so the percentage totals are not calculated.**
Totals		4885.18	**	**** The Total Stop Column for the "% of Sales" column is set to 1 so the percentage totals are not calculated.**

[TOP]

3.4.5.4.2 Format

Purpose
The Format Window is used to establish the Format of the printed report, display Totals by Date, Consolidate Items and Include Zero Price Items to be printed on the Item Report.

Accessing the Format Window
While in Focus Enterprise, select Setup > Reports > (Select the Item Report) Format.

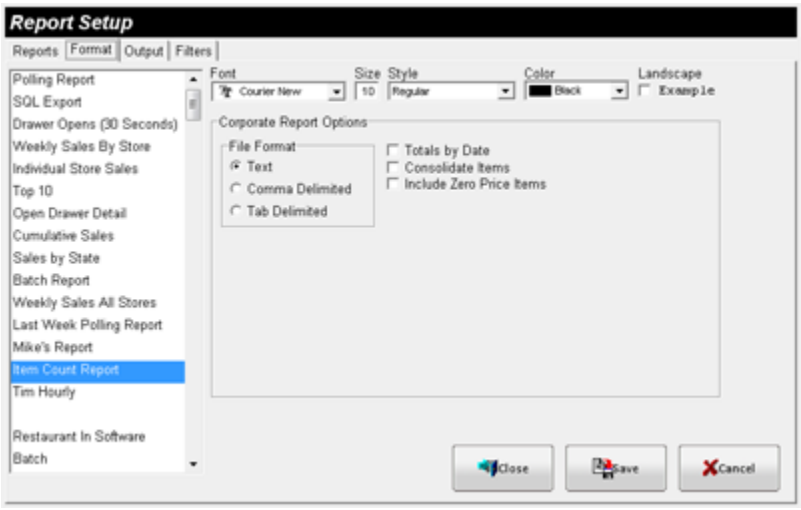


Figure 4.5.32 Item Report Setup Window

Figure 4.5.33 Item Report Setup Window Fields

Field	Description
Font	The Font that will be used when printing the report.
Size	The Font Size that will be used when printing the report.
Style	The Windows Style of Font that will be used when printing the report.
Color	The Color of the Font that will be used when printing the report.
Landscape	The report will be printed in Landscape.
File Format	**Text** — The report will generate a text file. The File Name must end in .txt. Text files are usually used when sending e-mails and can be printed. **Comma Delimited** — The report will generate a Comma Delimited file. The File Name must end in .csv or .xls. Comma Delimited files are normally used to import into a database or Excel program. **Tab Delimited** — The report will generate a Tab Delimited file. The File Name must end in .csv or .xls. Tab Delimited files are normally used to import into a database or Excel program.
Totals by Date	Each day of the report will be displayed as a row if selected.
Consolidate Items	Menu Items with the same ID will be consolidated (calculated together) on the report.
Include Zero Price Items	Menu Items that have a zero Price will be displayed on the report.

[TOP]

3.4.5.4.3 Output

Purpose
The Output Window is used to determine the Output type of the report (Screen, Printer, File, E-mail or Text Message).

Accessing the Output Menu
While in Report Setup, select Output.

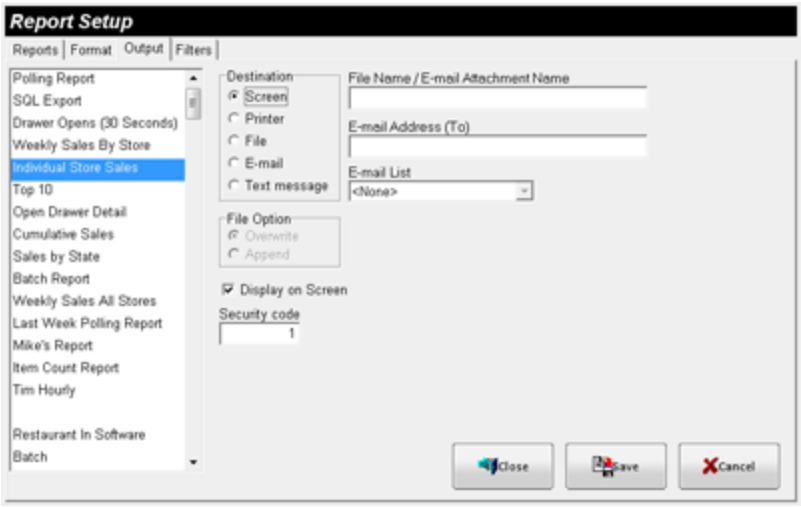


Figure 4.5.16 Output Window

Figure 4.5.17 Output Window Fields

Field	Description		
Destination	**Screen**	The report will be viewed on the screen.	
	Printer	The report will print directly to the printer.	
	File	**File Name / E-mail Attachment Name**	The Name of the file/e-mail attachment, up to 75 alphanumeric characters. Note: The Name must contain a valid file extension of type .txt, .csv, .rtf or .xls.
		File Option	**Overwrite** — The file will be overwritten. **Append** — The file will append additional information.
	E-mail	**File Name / E-mail Attachment Name**	The Name of the file/e-mail attachment, up to 75 alphanumeric characters. Note: The Name must contain a valid file extension of type .txt, .csv, .rtf or .xls.
		E-mail Address (To)	The E-mail address that will receive the file.
		E-mail List	The E-mail List of recipients that will receive the file.
		File Option	**Overwrite** — The file will be overwritten. **Append** — The file will append additional information.
	Text Message	**E-mail Address (To)**	The E-mail address that will receive the file.

		E-mail List	The E-mail List of recipients that will receive the file.
		File Option	**Overwrite** — The file will be overwritten. **Append** — The file will append additional information.
Display on Screen	The report will be available on the Report Window if the user has the required security.		
Security Code	The Security Code necessary to run the report. Report Security Codes are configured in Setup > Rights.		

[TOP]

3.4.5.4.4 Filters

Purpose
The Filters Window is used to establish the Restaurants that will be used for the Report.
Note: Restaurant Type Reports must use the 'Current Restaurant' Report Filter.

Accessing the Filters Menu
While in Report Setup, select Filters.

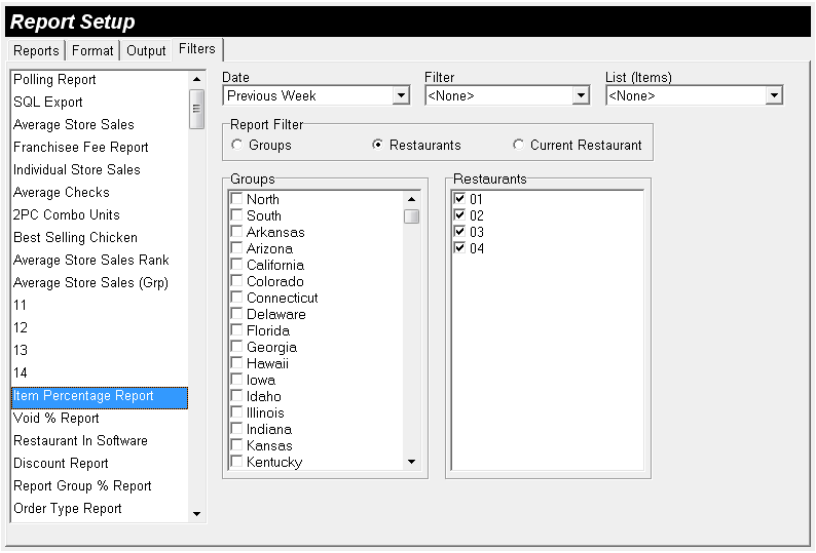


Figure 4.5.34 Filters Window

Figure 4.5.35 Filters Window Fields

Field	Description

Date	**Current Day**	The report date range will default to the Current Day.
	Previous Day	The report date range will default to the Previous Day.
	Current Week	The report date range will default to the Current Week.
	Previous Week	The report date range will default to the Previous Week.
	Current Month	The report date range will default to the Current Month.
	Previous Month	The report date range will default to the Previous Month.
	Current Year	The report date range will default to the Current Year.
	Previous Year	The report date range will default to the Previous Year.
Filter	**<None>**	The report will not filter Items.
	List	The report will use Items specified in the List. **List (Items)**: **<None>** The report will not be Filtered.; **List** The List to use for the report.
	Non-Corporate Items	The report will only display Items that are not found in the Default Restaurant.
Report Filter	**Groups**	**Groups** The selected Groups will be included in the report.
	Restaurants	**Restaurants** The selected Restaurants will be included in the report.
	Current Restaurant	The Default Restaurant will be used as the primary restaurant for the report.

[TOP]

3.4.6 Restaurants

Purpose
The Restaurants Window is used to establish and maintain the list of stores used in Focus Enterprise.

Accessing the Restaurants Window
While in Focus Enterprise, select Setup > Restaurants.

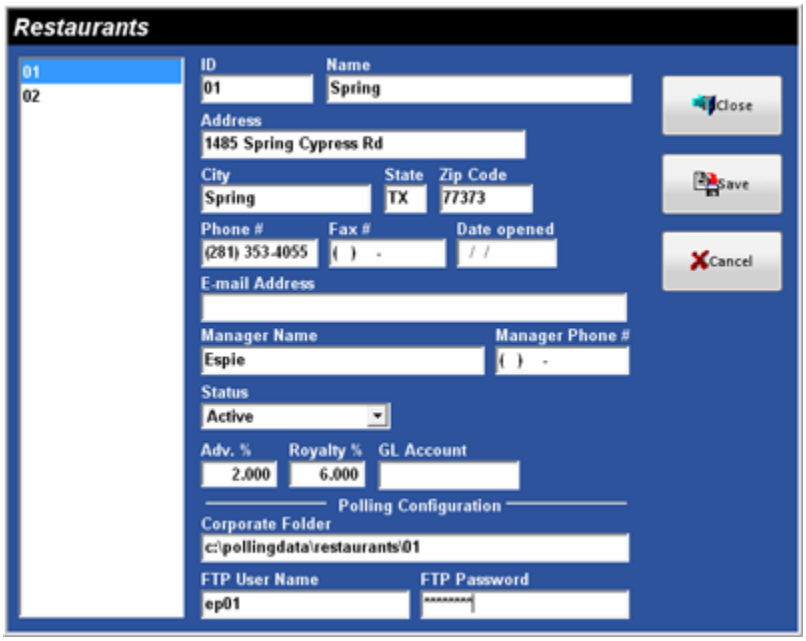


Figure 4.6 Restaurants Window

Figure 4.6.1 Restaurants Window Fields

Field	Description
ID	The ID of the Restaurant, up to 10 alphanumeric characters.
Name	The Name of the Restaurant, up to 40 alphanumeric characters.
Address	The Address of the Restaurant, up to 40 alphanumeric characters.
City	The City the Restaurant is located, up to 30 alphanumeric characters.
State	The State the Restaurant is located, up to 2 alphanumeric characters.
Zip Code	The Zip Code the Restaurant is located, up to 11 alphanumeric characters.
Phone #	The 10 digit Phone # number for the Restaurant.
Fax #	The 10 digit Fax # for the Restaurant.
Date Opened	The Date the Restaurant opened (mm/dd/yyy).
E-mail Address	The E-mail Address for the Restaurant.
Manager Name	The Manager's Name for the Restaurant, up to 30 alphanumeric characters.
Manager Phone #	The 10 digit phone number for the Manager.

Status	**Active** — The Restaurant is Active and will poll and receive Downloads. **Inactive** — The Restaurant is Inactive and will not poll or receive Downloads.
Adv. %	The user-defined field established in Setup > General > Reporting.
Royalty %	The user-defined field established in Setup > General > Reporting.
GL Account	The General Ledger account number for the Restaurant, up to 20 alphanumeric characters.
Corporate Folder	The Windows directory that the Configuration Files and check files for the Restaurant reside.
FTP User Name	The FTP User Name used to poll. **Note:** The FTP User Name must also be setup at the Restaurant located in Setup > Miscellaneous > General > Restaurant > Polling Options (Close Day) > FTP User Name.
FTP Password	The FTP Password used to poll. **Note:** The FTP User Name must also be setup at the Restaurant located in Setup > Miscellaneous > General > Restaurant > Polling Options (Close Day) > FTP Password.

[TOP]

3.4.7 Rights

Purpose
The Rights Window is used to establish and maintain Corporate User Group Names and Rights.

Accessing the Rights Menu
While in Focus Enterprise, select Setup > Rights.

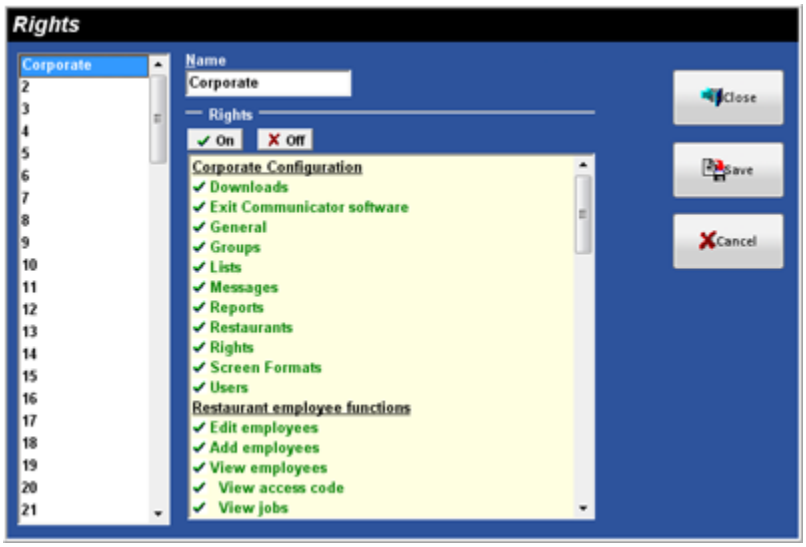


Figure 4.7 Rights Window

- **On:** A ✓ plus green text indicates a Job Right is turned on.
- **Off:** A X plus red text indicates a Job Right is turned off.

- **Section Header:** Clicking on the section header does not turn on or off any Job Rights. No specific Job Right is related to the heading itself. Note: Section headers are underlined (Corporate Configuration in the above picture).

Figure 4.7.1 Rights Window Fields

Field	Description
Name	The Name for the Corporate User Group, up to 15 alphanumeric characters.
✓ On	Turns the selected Right On.
✗ Off	Turns the selected Right Off.

Figure 4.7.2 Corporate Configuration

Right	Description
Downloads	Allows the user to access the Downloads Window.
Exit Communicator Software	Allows the user to Exit Focus Communicator.
General	Allows the user to access the General Window.
Groups	Allows the user to access the Groups Window.
Lists	Allows the user to access the Lists Window.
Messages	Allows the user to access the Messages Window.
Reports	Allows the user to access the Reports Window.
Restaurants	Allows the user to access the Restaurants Window.
Rights	Allows the user to access the Rights Window.
Screen Formats	Allows the user to access the Screen Formats Window.
Users	Allows the user to access the Users Window.

Figure 4.7.3 Restaurant Employee Function

Right	Description
Edit Employees	Allows a user to edit and delete employees.
Add Employees	Allows the user to add employees. **Note:** If the user does not have this Job Right the Add button is grayed.
View Employees	Allows the user to view employees.
View Access Code	Allows the user to view employee Access Codes.
View Jobs	Allows the user to view employee Jobs.
View Pay Rates	Allows the user to view employee Pay Rates.
View Employment Status	Allows the user to view the Employee Status and Termination Reason.

View Skills	Allows the user to view an employee Skills.

Figure 4.7.4 Restaurant Setup Function

Right	Description
Blackboards	Allows the user to establish and maintain Blackboards in the Restaurant Menu.
Checks	Allows the user to view Checks in the Restaurant Menu.
Customers	Allows the user to Add, Edit and Delete Customers in the Restaurant Menu.
Customer Setup	Allows the user to edit customer Coupons, Plans, Phone Prefixes, Streets and Zones in the Restaurant Menu.
Deposits	Allows the user to enter Deposits in the Restaurant Menu.
Discounts	Allows the user to configure Discounts in the Restaurant Menu.
Enter Inventory	Allows the user to enter Inventory in the Restaurant Menu.
Enter Invoices	Allows the user to enter Invoices in the Restaurant Menu.
General	Allows the user to configure options in the General Window in the Restaurant Menu.
Gratuities	Allows the user to configure Gratuities in the Restaurant Menu.
Inventory Setup	Allows the user to edit Inventory Groups, Ingredients, Recipes, Subgroups, Units, and Vendors in the Restaurant Menu.
Jobs	Allows the user to configure Jobs in the Restaurant Menu.
Labor Groups	Allows the user to configure Labor Groups in the Restaurant Menu.
Locations	Allows the user to configure Locations in the Restaurant Menu.
Menu	Allows the user access to the Canvas Designer and Menu Item configuration in the Restaurant Menu.
Order Types	Allows the user to configure Order Types in the Restaurant Menu.
Packages	Allows the user to configure Packages in the Restaurant Menu.
Paid Ins	Allows the user to configure Paid Ins in the Restaurant Menu.
Paid Outs	Allows the user to configure Paid Outs in the Restaurant Menu.
Payments	Allows the user to configure Payments in the Restaurant Menu.
Price Levels	Allows the user to configure Price Levels in the Restaurant Menu.
Printer Drivers	Allows the user to configure Printer Drivers in the Restaurant Menu.
Printer Formats	Allows the user to configure Printer Formats in the Restaurant Menu.
Printer Groups	Allows the user to configure Printer Groups in the Restaurant Menu.
Remote Check Formats	Allows the user to configure Remote Check Formats in the Restaurant Menu.
Remote Printers	Allows the user to configure Remote Printers in the Restaurant Menu.
Report Groups	Allows the user to configure Report Groups in the Restaurant Menu.

Reports	Allows the user to access the Reports Menu in the Restaurant Menu.
Revenue Centers	Allows the user to configure Revenue Centers in the Restaurant Menu.
Schedules	Allows the user to access the Schedules Window in the Restaurant Menu.
Screen Formats	Allows the user to configure Screen Formats in the Restaurant Menu.
Skills	Allows the user to configure Skills in the Restaurant Menu.
Stations	Allows the user to configure Stations in the Restaurant Menu.
Table Types	Allows the user to configure Table Types in the Restaurant Menu.
Tare Weights	Allows the user to configure Tare Weights in the Restaurant Menu.
Taxes	Allows the user to configure Taxes in the Restaurant Menu.
Termination Reasons	Allows the user to configure Termination Reasons in the Restaurant Menu.
Timecards	Allows the user to access the Timecards Window in the Restaurant Menu.
Time Ranges	Allows the user to configure Time Ranges in the Restaurant Menu.
Voids	Allows the user to configure Void Reasons in the Restaurant Menu.

Figure 4.7.5 Reports

Right	Description
Report Security Code 1-10	Allows the user to View/Print reports that have the same Security Code.

[TOP]

3.4.8 Screen Formats

Purpose
The Screen Formats Window is used to establish specific display formats that are used throughout Focus Enterprise. For example, a text style, font, font size, and color may be set up. Up to 100 Screen Formats may be established.

Accessing the Screen Formats Window
While in Focus Enterprise, select Setup > Screen Formats.

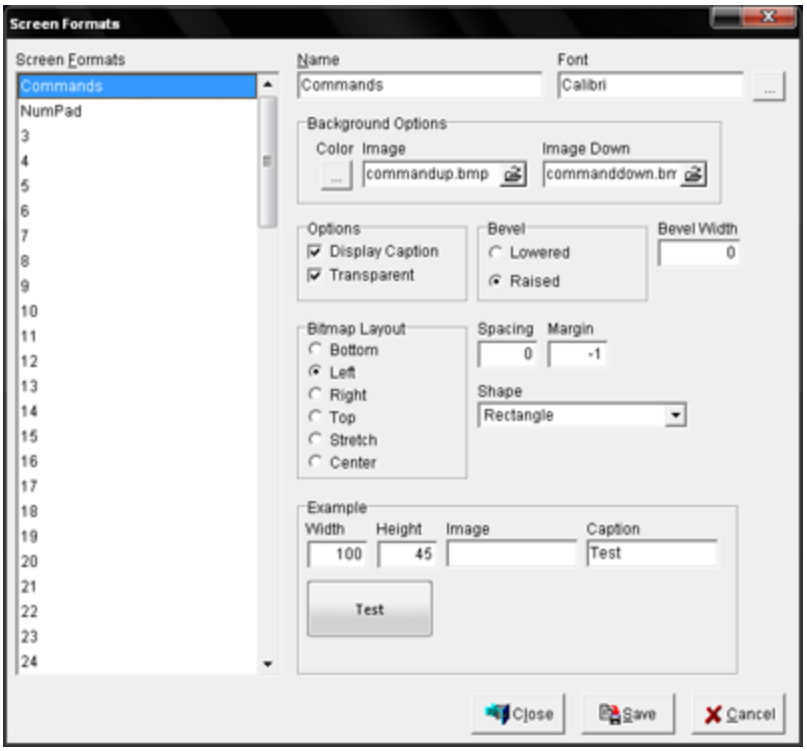


Figure 4.8 Screen Formats Window

Figure 4.8.1 Screen Formats Window Fields

Field	Description	
Name	A unique name for each Screen Format, up to 25 alphanumeric characters.	
Font	Select the Font and size from the list of available Fonts. **Note:** Fonts are only used for Screen Formats and not for printing.	
Background Options	**Color**	Select the background color for the Screen Format.
	Image	Select an image that will be used for the Screen Format.
	Image Down	Select an image that will be displayed when the button is depressed.
Options	**Display Caption**	The Caption will be displayed with or without a graphic.
	Transparent	Backgrounds and Bevels will not be displayed.
Bevel	**Lowered**	The bevel appears lowered when the button is pressed.
	Raised	The bevel appears raised when the button is pressed.
Bevel Width	Enter a number, in pixels, to establish the width of the bevel.	

Bitmap Layout	**Bottom**	The graphic will display below the caption.
	Left	The graphic will display to the left of the caption.
	Right	The graphic will display to the right of the caption.
	Top	The graphic will display above the caption.
	Stretch	The image used for the Screen Format will be stretched to fit the entire size of the button, regardless of the
	Center	The graphic will be centered with the caption on top.
Spacing	Indicates the number of pixels between the margin and the caption.	
Margin	Enter a number to indicate the number of pixels between the bevel and the caption or graphic. If the margin is set to -1, the captio	
Shape	Select the shape of the button. Ellipse, Rectangle, and Rounded Rectangle are the available options.	
Example	**Width**	Enter the number of pixels for the width of the example button.
	Height	Enter the number of pixels for the height of the example button.
	Image	Enter the image name to display in the example button.
	Caption	Enter the caption the display in the example.

Figure 4.8.2 Screen Formats Window Commands

Command	Description
Close	Closes the Screen Formats Window.
Save	Saves current changes.
Cancel	Cancels changes made prior to saving.

Procedure to Establish Screen Formats

- Develop a list of Screen Format names.
- Enter the name of each Screen Format in the separate Name text box.
- Choose the desired font, font style, font size, and color.
- Choose a Background Color.
- Select the image to be displayed.
- Select the image down that will be used if the format is used for a depressed button.
- Select one of the available options: Display Caption, or Transparent.
- Select a bevel option: Lowered, or Raised; then enter the desired bevel width in pixels in the Bevel width text box.
- Select a layout option for the graphic image: Bottom, Left, Right, Top Stretch or center; then enter the desired spacing, in pixels, in the Spacing text box.
- Enter the desired margin size, in pixels, in the Margin text box.
- Select the shape that will be used if the format is to be used for a button.
- Select the width, height, image, and text that the sample will use.
- Click Save.

[TOP]

3.4.9 Time Ranges

Purpose
The Time Ranges Window is used to establish up to 100 Time Ranges. Time Ranges are used in Reports and Events.

Accessing the Time Ranges Menu
While in Focus Enterprise, select Setup > Time Ranges.

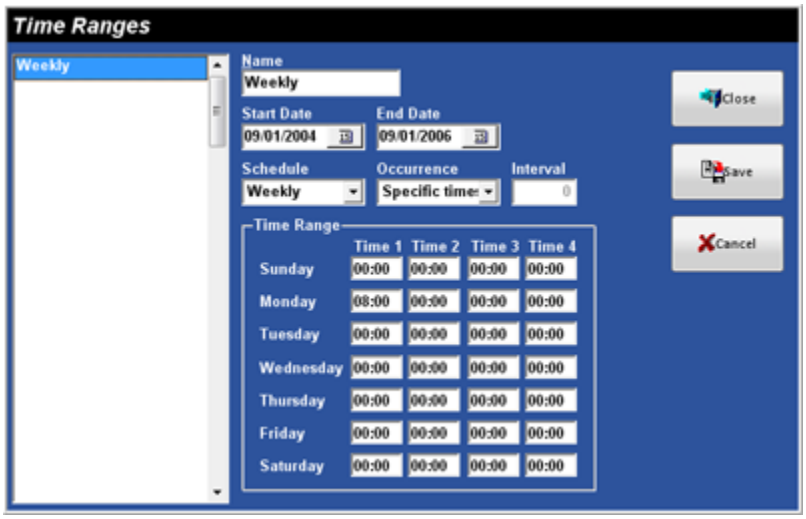


Figure 4.9 Time Ranges Window

Figure 4.9.1 Time Ranges Window Fields

Field	Description
Name	The name of the Time Range, up to 15 alphanumeric characters.
Start Date	The Start Date for the Time Range (mm/dd/yyyy).
End Date	The End Date for the Time Range (mm/dd/yyyy).
Schedule	Weekly **Occurrence Options** **Specific Times** The Time Range can be set to run up to 4 times throughout the day. **Time Range Option** **Time Range** | **Day of Week** | **Time 1** | **T**

			Sunday-Saturday	The first time the Event will run. The second time the Even
		Time Range	The Time Range can be set to run every x (Interval) minutes within two specified Time Ranges each day. **Interval Option** **Interval** The Interval, in number of minutes. **Time Range Option** **Time Range**: **Day of Week** | **Start** | **Stop**; **Sunday-Saturday** | The time the Event will Start. | The time the Eve	
	Monthly	**Occurrence Options** **Specific Times**	The Time Range can be set to run up to 4 times for the specified day of the month. **Time Range Option** **Time Range**: **Day** | **Time 1** | **Time 2** | **Time 3** | **Time 4**; The day of the month for the Event (1-31). | The first time the Event will run. | The second time the Event will run. | The third time the Event will run. | The fourth time the Event will run.	
		Time Range	The Time Range can be set to run every x (Interval) minutes within two Time Ranges for the specified day of the month. **Interval Option** **Interval** The Interval, in number of minutes. **Time Range Option** **Time Range**: **Day** | **Start** | **Stop** | **Start** | **Stop**; The day of the month for the Event (1-31). | The time the Event will Start. | The time the Even will End. | The time the Event will Start. | The time the Even will End.	

[TOP]

3.4.10 Users

Purpose
The Users Window is used to establish and maintain Users for Focus Enterprise.

Accessing the Users Window

While in Focus Enterprise, select Setup > Users.

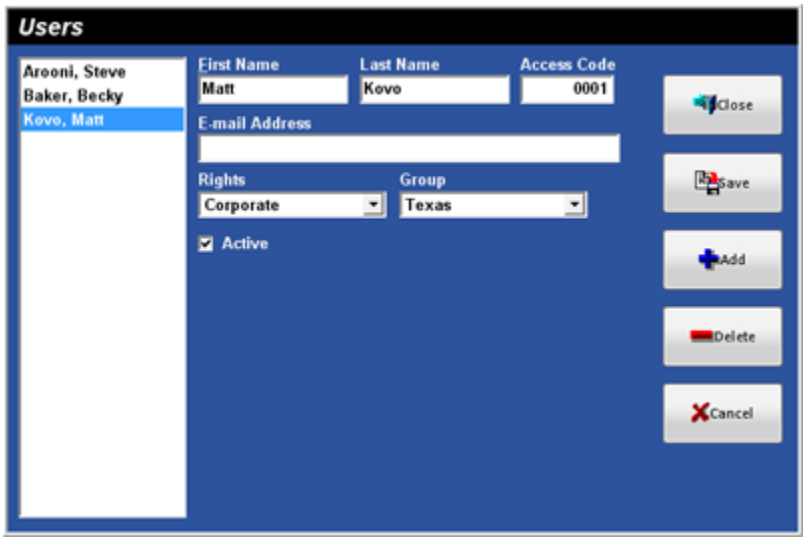


Figure 4.10 Users Window

Figure 4.10.1 Users Window Fields

Field	Description
First Name	A First Name for the User, up to 20 alphanumeric characters.
Last Name	A Last Name for the User, up to 20 alphanumeric characters.
Access Code	A unique 1 to 4-digit numeric code for the User to gain access to the system.
E-mail Address	An E-mail address for the User, up to 75 alphanumeric characters.
Rights	Select from the list of Rights that the User will be assigned.
Group	Select from the list of Groups that the user will be assigned.
Active	Select this option if the User is currently active in the system.

[TOP]

3.5 About

Purpose
The About Box displays information about the Focus Enterprise software (i.e., Version number, Command Line, Corporate Folder and Hardware Key).

Accessing the About Window
While in Focus Enterprise, select About.

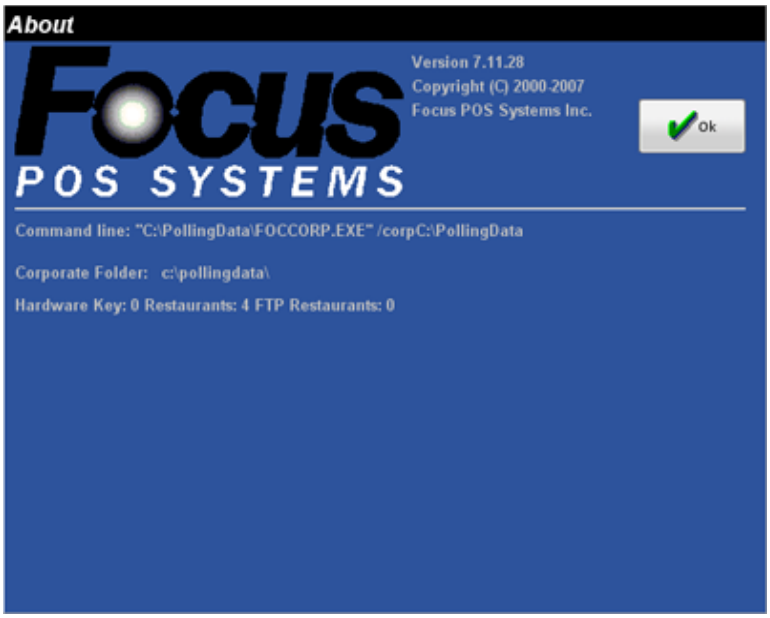


Figure 5.0 About Window

Figure 5.1 About Window Fields

Filed	Description
Command Line	The path to the Focus Enterprise executable file.
Corporate Folder	The Windows path to the Focus Enterprise data.
Hardware Key	**Restaurants**: The number of Restaurants the software key will allow in Setup > Restaurants. **FTP Restaurants**: The number of Restaurants Focus Communicator will allow to poll.

[TOP]

4. Focus Communicator

Purpose
The Focus Communicator program is used to receive the information the restaurant sends (polls) at Close Day. Focus Communicator is a FTP software that uses the default TCP Port 21 to receive data. **Note:** The Focus Communicator software must be running for the polling process to work. In addition, restaurants must be setup in Focus Enterprise > Setup > Restaurants and a valid path must be defined for the data.

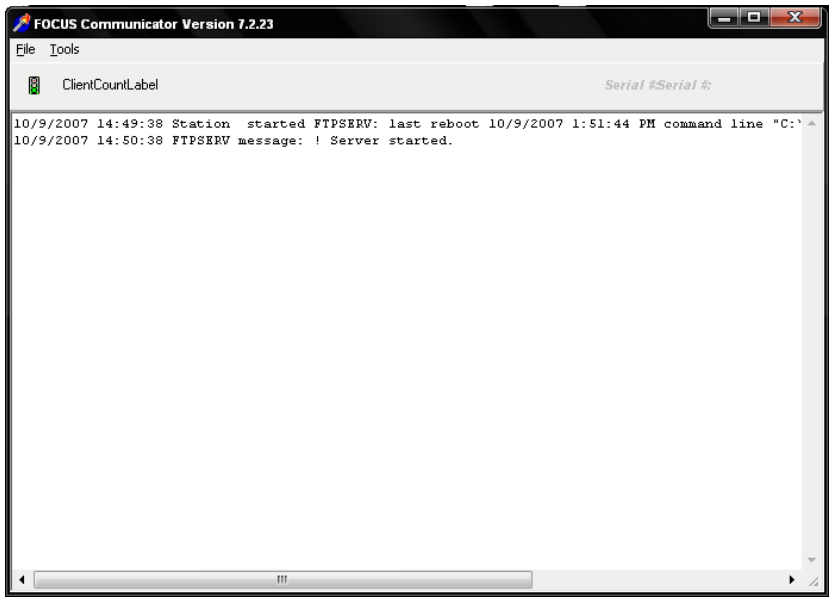

FOCUS Communicator Version 7.2.23
File Tools
ClientCountLabel
Serial #:Serial #:
10/9/2007 14:49:38 Station started FTPSERV: last reboot 10/9/2007 1:51:44 PM command line "C:
10/9/2007 14:50:38 FTPSERV message: ! Server started.

Figure 6.0 Communicator Window

Figure 6.1 Communicator Window Description

Field	Description
ClientCountLabel	Displays the number of restaurants currently polling.
Serial #:	Displays the serial number for Focus Communicator.
Display Window	Displays the Focus Communicator transaction log.

The two menu options are File and Tools and are used to start or stop the FTP service and clear the display respectively.

Figure 6.2 File Menu Description

Field	Description
Start	Starts the Focus Communicator FTP service (polling will be active).
Stop	Stops the Focus Communicator FTP service (polling will be inactive).
Quit	Exits the Focus Communicator sotware.

Figure 6.3 Tools Menu Description

Field	Description
Clear Display	Clears the contents of the Display Window.

[TOP]